



## Glendale Elementary School Dist. #40

### REQUEST FOR PROPOSAL

#### Pest Control Services

RFP: #22.05.26

Proposal Due Date: **January 29, 2021**

Time: **2:00 pm MST (Arizona Time)**

Deadline for Questions: **January 15, 2021**

Time: **2:00 pm MST (Arizona Time)**

Opening Location: Glendale Elementary School District #40  
Purchasing Department  
7015 W. Maryland Avenue, Bldg. C  
Glendale, AZ 85303

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.A.C.) promulgated by the State Board of Education pursuant to A.R.S. § 15-213, Proposals for the material or services specified will be received by the Glendale Elementary School District, at the above specified location, until the time and date cited. Proposals received by the correct time and date shall be opened and only the name of the Offerors shall be publicly read and recorded. All other information contained in the Proposal shall remain confidential until award is made. **If you need directions to our office, please call (623) 237-6282.**

Initial contract term shall be **from July 1, 2021 through June 30, 2022** with an option to renew for up four (4) years.

Proposals shall be in the actual possession of the District, at the location indicated, on or prior to the exact time and date indicated above. Late Proposals shall not be considered. The official time will be determined by the clock designated by the school district. **An electronic gate secures the Purchasing Office; please allow sufficient time for access and to park your vehicle.**

Proposals must be submitted in a sealed envelope/package with the solicitation number and Offeror's name and address clearly indicated on the envelope/package. Emailed or faxed responses will not be accepted. All Proposals must be written legibly in ink or typewritten. Additional instructions for preparing a Proposal are provided herein.

**This Proposal is being done by the Glendale Elementary School District as a member of the Greater Phoenix Purchasing Consortium of Schools "GPPCS". While this Proposal is for the Glendale Elementary School District, other public entities have expressed interest in utilizing the resulting contracts. School District Procurement Rules A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements. Members of "GPPCS", a group of schools/public entities have signed an intergovernmental agreement under such a cooperative purchase agreement to obtain economies of scale. After award, this solicitation may be utilized by the eligible School Districts/public entities, recognizing potential equipment, logistical and capacity limitations by Offeror may limit "piggybacking" of this award. Individual school districts/public entities would negotiate service with successful Offerors using the proposal pricing specified herein. No volume is implied or guaranteed.**

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL.

Contact:	Jessica Leasure	Phone Number:	(623) 237-6282
Title:	Buyer/Contract Specialist	Fax Number:	(623) 237-6295
Email:	jleasure@gesd40.org	Date:	December 16, 2020

## COOPERATIVE PURCHASING

This solicitation is being done by the Glendale Elementary School District as a member of the Greater Phoenix Purchasing Consortium of Schools (GPPCS) and is acting as lead district. Any contract resulting from this solicitation shall be for the use of eligible consortium members. In order to participate in any resultant contract, a school district must have entered into a cooperative purchasing agreement with the consortium as required by School District Procurement Rule A.A.C. R7-2-1191. No volume is implied or guaranteed.

Below is a list of current member districts in the Consortium who potentially may wish to utilize this contract. A list of all Consortium vendors can all be found at [www.gppcs.org](http://www.gppcs.org). Other school districts in and around the Maricopa County may be added during the term of the contract by GPPCS with the approval of the lead district and the contract Offeror. The estimated volume of purchases by other districts within GPPCS have been taken into consideration by the lead district and all other school districts that are not members of the GPPCS are prohibited from using the contract.

### Greater Phoenix Purchasing Consortium of Schools

#### Current School District Members

1. Agua Fria Union High School District No. #216
2. Alhambra Elementary School District #68
3. Apache Junction Unified School District #43
4. Avondale Elementary School District #44
5. Balsz Elementary School District #31
6. Buckeye Elementary School District #33
7. Buckeye Union High School District #201
8. Cartwright Elementary School District #83
9. Casa Grande Elementary School District #4
10. Casa Grande Union High School District #82
11. Cave Creek Unified School District #93
12. Chandler Unified School District #80
13. Coolidge Unified School District #21
14. Creighton Elementary School District #14
15. Deer Valley Unified School District #97
16. Dysart Unified School District #89
17. East Valley Institute of Technology
18. Florence Unified School District #1
19. Fountain Hills Unified School District #98
20. Fowler Elementary School District #45
21. Gilbert Unified School District #41
22. Glendale Elementary School District #40
23. Glendale Union High School District #205
24. Higley Unified School District #60
25. Isaac Elementary School District #5
26. J.O. Combs Unified School District #44
27. Kyrene Elementary School District #28
28. Laveen Elementary School District #59
29. Liberty Elementary School District #25
30. Litchfield Elementary School District #79
31. Littleton Elementary School District #65
32. Madison Elementary School District
33. Maricopa County Regional School District #509
34. Maricopa Unified School District #20
35. Mesa Unified School District #4
36. Murphy Elementary School District #21
37. Nadaburg School District #81
38. Osborn Elementary School District #8
39. Palo Verde Elementary School District #49
40. Paradise Valley Unified School District #69
41. Payson Unified School District #10
42. Pendergast Elementary School District #92
43. Peoria Unified School District
44. Phoenix Elementary School District #1
45. Phoenix Union High School District #210
46. Queen Creek Unified School District #95
47. Riverside Elementary School District #2
48. Roosevelt Elementary School District #66
49. Saddle Mountain Unified School District #48
50. Scottsdale Unified School District #48
51. Stanfield Elementary School District #24
52. Tempe Elementary School District #3
53. Tempe Union High School District #213
54. Tolleson Elementary School District #17
55. Tolleson Union High School District #214
56. Union Elementary School District #62
57. Washington Elementary School District #6
58. West-MEC District #402
59. Wickenburg Unified School District #9
60. Wilson Elementary School District #7

#### Charter School Members

61. Horizon Community Learning Center

### Survey Information

While all members of GPPCS are eligible to use these contracts, the following Districts have specifically expressed an interest in using these contracts via survey conducted by the lead district. The annual estimated expenditure for each district is listed for the convenience of the Offerors.

DISTRICT	ESTIMATED ANNUAL USAGE
Alhambra Elementary School District #68	\$20,000
Apache Junction Unified School District #43	\$9,000
Buckeye Elementary School District #33	\$12,000
Buckeye Union High School District #201	\$10,000
Cartwright Elementary School District #83	\$50,000
Creighton Elementary School District #14	\$20,000
Deer Valley Unified School District #97	\$60,000
Dysart Unified School District #89	\$162,000
Fowler Elementary School District #45	\$22,000
Gilbert Unified School District #41	\$60,000
Glendale Elementary School District #40	\$70,000
Glendale Union High School District #205	\$13,700
Higley Unified School District #60	\$75,000
Isaac Elementary School District #5	\$32,000
J.O. Combs Unified School District #44	\$11,000
Liberty Elementary School District #25	\$20,000
Peoria Unified School District	\$91,000
Phoenix Elementary School District #1	\$65,000
Phoenix Union High School District #210	\$60,000
Queen Creek Unified School District #95	\$40,000
Saddle Mountain Unified School District #48	\$20,000
Scottsdale Unified School District #48	\$50,000
Tempe Elementary School District #3	\$55,000
Tempe Union High School District #213	\$20,000
Tolleson Union High School District #214	\$75,000
Washington Elementary School District #6	\$100,000
Wilson Elementary School District #7	\$5,000
<b>TOTAL</b>	<b>\$1,227,700</b>



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**DOCUMENTS REFERENCED:**

You may access a copy of the documents referenced within this Proposal at the following web addresses:

Arizona Revised Statutes (A.R.S.) is available at: <http://www.azleg.gov/arstitle>

The Arizona School District Procurement Rules in the Arizona Administrative Code is available at:  
[https://apps.azsos.gov/public\\_services/Title\\_07/7-02.pdf](https://apps.azsos.gov/public_services/Title_07/7-02.pdf)

I.R.S W-9 Form (Request for Taxpayer I.D. Number) is available at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Education Department General Administrative Regulations (EDGAR) and Other Applicable Grant Regulations is available at: <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>



## UNIFORM INSTRUCTIONS TO OFFERORS

### 1. Definition of Terms

In addition to the definitions specified in Arizona Administrative Code R7-2-1001, the terms listed below are defined as follows:

- A. **“Attachment”** means any item the Solicitation requires an Offeror to submit as part of the Proposal.
- B. **“Contract Amendment”** means a written document signed by the School District/Public Entity that is issued for the purpose of making changes in the Contract.
- C. **“Exhibit”** means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the solicitation.
- D. **“Gratuity”** means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value present or promised, unless consideration of substantially equal or greater value is received.
- E. **“Procurement Officer”** means the person duly authorized to enter into and administer Contracts and make written determinations with respect to this solicitation or his/ her designee.
- F. **“Solicitation Amendment”** means a written document that is authorized by the Procurement Officer and issued for the purpose of making changes to the Solicitation.
- G. **“Subcontract”** means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishings of any material or any service required for the performance of the Contract.

### 2. Inquiries

- A. **Duty to Examine.** It is the responsibility of each Offeror to examine the entire Solicitation, seek clarification in writing, and check its Proposal for accuracy before submitting the Proposal. Lack of care in preparing a Proposal shall not be grounds for withdrawing the Proposal after the due date and time nor shall it give rise to any Contract claim.
- B. **Solicitation Contact Person.** Any inquiry related to a Solicitation, including any requests for or inquiries regarding standards referenced in the Solicitation shall be directed solely to the Solicitation contact person. The Offeror shall not contact or direct inquiries concerning this Solicitation to any other employee unless the Solicitation specifically identifies a person other than the Solicitation contact person as a contact.
- C. **Submission of Inquiries.** The Procurement Officer or the person identified in the Solicitation as the contact for inquiries may require that an inquiry be submitted in writing. Any inquiry related to a Solicitation shall refer to the appropriate Solicitation number, page, and paragraph. Do not place the Solicitation number on the outside of the envelope containing that inquiry since it may then be identified as a Proposal and not be opened until after the Proposal due date and time.
- D. **Timeliness.** Any inquiry shall be submitted as soon as possible and at least seven (7) days before the Proposal due date and time. Failure to do so may result in the inquiry not being answered.
- E. **No Right to Rely on Verbal Responses.** Any inquiry that results in changes to the Solicitation shall be answered solely through a written Solicitation Amendment. An Offeror may not rely on verbal responses to inquiries.



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- F. Solicitation Amendments. The Solicitation shall only be modified by a Solicitation Amendment. Unless otherwise stated in the Solicitation, each Solicitation Amendment shall be acknowledged by the person signing the Offer. Failure to acknowledge a material Solicitation Amendment or to follow the instructions for acknowledgement of the Solicitation Amendment may result in rejection of the Offer.
- G. Pre-Proposal Conference. If a Pre-Proposal Conference has been scheduled under this Solicitation, the date, time, and location appear on the Solicitation cover sheet or elsewhere in the Solicitation. An Offeror should raise any questions it may have about the Solicitation or the procurement at that time. An Offeror may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the Solicitation shall be answered solely through a written Solicitation Amendment.
- H. Persons with Disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Solicitation contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.

**3. Proposal Preparation**

- A. Forms. A Proposal shall be submitted either on the forms provided in this Solicitation or their substantial equivalent. Any substitute document for the forms provided in this Solicitation will be legible and contain the same information requested on the form.
- B. Typed or Ink; Corrections. The Proposal should be typed or in ink. Erasures, interlineations or other modifications in the Proposal should be initialed in ink by the person signing the Proposal. Modifications shall not be permitted after Proposals have been opened except as otherwise provided under A.A.C. R7-2-1030.
- C. Evidence of Intent to be Bound. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the Proposal.
- D. Exceptions to Terms and Conditions. All exceptions included with the Proposal shall be submitted on the Deviations and Exceptions page in which the Offeror clearly identifies the specific paragraphs of the Solicitation where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically referenced by the Procurement Officer in a written statement. The Offeror's preprinted or standard terms will not be considered as a part of any resulting Contract. All exceptions that are contained in the Offer may negatively affect the proposal evaluation criteria as stated in the Solicitation or result in rejection of the offer.
- E. Subcontracts. Offeror shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Proposal.
- F. Cost of Proposal Preparation. The District will not reimburse any Offeror the cost of responding to a Solicitation.
- G. Solicitation Amendments. Unless otherwise stated in the Solicitation, each Solicitation Amendment shall be acknowledged by the person signing the Proposal. Failure to acknowledge a material Solicitation Amendment or to follow the instructions for acknowledgement of the Solicitation Amendment shall result in rejection of the Proposal.
- H. Federal Excise Tax. School Districts/Public Entities are exempt from Federal Excise Tax on manufactured goods. Exemption Certificates will be prepared upon request.



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- I. Provision of Tax Identification Numbers. Offerors are required to provide their Arizona Transaction Privilege Tax number and/or Federal Tax Identification number, if applicable, in the space provided on the Offer and Acceptance Form and provide the tax rate and amount, if applicable, on the Proposal Cost Sheet.
- J. Identification of Taxes in Proposal. School Districts/Public Entities are subject to all applicable state and local transaction privilege taxes. If Arizona resident Offerors do not indicate taxes on a separate item in the Proposal, the School District/Public Entity will conclude that the price(s) offered includes all applicable taxes. At all times, payment of taxes and the determination of applicable taxes and rates are the sole responsibility of the Offeror.
- K. Disclosure. If the Firm, business, or person submitting this Proposal has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Offeror must fully explain the circumstances relating to the preclusion or proposed preclusion in the Proposal. The Offeror shall include a letter with its Proposal setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.
- L. Solicitation Order of Precedence. In the event of a conflict in the provisions of this Solicitation and any subsequent contracts, the following shall prevail in the order set forth below:
  - 1. Amendments;
  - 2. Special Terms and Conditions;
  - 3. Uniform General Terms and Conditions;
  - 4. Scope of Work/Specifications;
  - 5. Attachments;
  - 6. Exhibits;
  - 7. Special Instructions to Offerors;
  - 8. Uniform Instructions to Offerors
- M. Delivery. Unless stated otherwise in the Solicitation, all prices shall be F.O.B. Destination and shall include all delivery and unloading at the destination(s).

**4. Submission of Proposal**

- A. Sealed Envelope or Package. Each Proposal shall be submitted to the location identified in this Solicitation, in a sealed envelope or package that identifies its contents as a Proposal and the Solicitation number to which it responds. The appropriate Solicitation Number should be plainly marked on the outside of the envelope or package.
- B. Electronic Submission. If determined by the District that electronic submission of proposals is advantageous, the District will include the electronic submission requirements as well as if the electronic submission is mandatory or optional in the Special Instructions, Terms and Conditions section of the solicitation. Unless otherwise instructed, a facsimile or electronically submitted Proposal shall be rejected.
- C. Proposal Amendment or Withdrawal. An Offeror may modify or withdraw a Proposal in writing at any time before Proposal opening if the modification or withdrawal is received before the Proposal due date and time at the location designed in the RFP. A Proposal may not be amended or withdrawn after the Proposal due date and time except as otherwise provided under A.A.C. R7-2-1044.





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- D. Public Record. Under applicable law, all Proposals submitted and opened are public records and must be retained by the School District/Public Entity. Proposals shall be open to public inspection after Contract award, except for such Proposals deemed to be confidential by the School District/Public Entity pursuant to A.A.C. R7-2-1006. If an Offeror believes that information in its Proposal contains confidential trade secrets or other proprietary data not to be disclosed as otherwise required by A.R.S. § 39-121, a statement advising the school district of this fact shall be provided on the Confidential/Proprietary Submittals page and the information shall be so identified wherever it appears. Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information under this Section.
- E. Non-collusion, Employment, and Services. By signing the Offer and Acceptance form or other official contract form, the Offeror certifies that:
1. The prices have been arrived at independently, without consultation, communication or Agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor; the prices which have been quoted have not been nor will not be disclosed directly or indirectly to any other Offeror or to any competitor; nor attempt has been made or will be made to induce any person or firm to submit or not to submit, an Offer for the purpose of restricting competition. It did not involve collusion or other anti-competitive practices in connection with the preparation or submission of its Proposal; and
  2. It does not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders regarding employment; and
  3. By submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or otherwise lawfully prohibited from participating in any public procurement activity, including, but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body; and
  4. By submission of this proposal, that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a Cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
  5. By submission of this proposal, that Offeror has taken steps and exercised due diligence to ensure that Offeror has not offered, conferred, or agreed to confer any personal gift or benefit on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of the District, in accordance with A.R.S. § 15-213(O) and A.A.C. R7-2-1003(J).

**5. Additional Proposal Information**

- A. Unit Price Prevails. Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- B. Taxes. The amount of any applicable transaction privilege or use tax of a political subdivision of this state will not be a factor when determining lowest offeror.



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- C. Late Proposals, Modifications or Withdrawals. A Proposal, Modification or Withdrawal submitted after the exact Proposal due date and time shall not be considered except under the circumstances set forth in A.A.C. R7-2-1044.
- D. Disqualification. A Proposal from an Offeror who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may be rejected.
- E. Proposal Acceptance Period. An Offeror submitting a Proposal under this Solicitation shall hold its Proposal open for the number of days that is stated in the Solicitation. If the Solicitation does not specifically state a number of days for the Proposal acceptance, the number of days shall be ninety (90).
- F. Payment. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment within thirty (30) days.
- G. Waiver and Rejection Rights. Notwithstanding any other provision of this solicitation, the School District/Public Entity reserves the right to:
  - 1. Waive any minor informality;
  - 2. Reject any and all Proposals or portions thereof; or
  - 3. Cancel a solicitation.

**6. Award**

- A. Number or Types of Awards. Where applicable, the School District/Public Entity reserves the right to make multiple awards or to award a Contract by individual line items, by a group of line items, by an incremental award or by Region, as indicated within the Special Instructions, Terms and Conditions. The award will be limited to the least number of Offerors that the School District/Public Entity determines is necessary to meet the needs of the School District/Public Entity.
- B. Contract Commencement. A Proposal does not constitute a Contract nor does it confer any rights on the Offeror to the award of a Contract. A Contract is not created until the Proposal is accepted in writing by the District/Public Entity with an authorized signature on the Offer and Acceptance Form. A letter or other notice of award or of the intent to award shall not constitute acceptance of the Proposal.
- C. Effective Date. The effective date of this Contract shall be the date that the Procurement Officer signs the Proposal and Acceptance Form or other official contract form, unless another date is specifically stated in the Contract.
- D. Final Acceptance. Final acceptance for each participating School District/Public Entity will be contingent upon the approval of their Governing Board, if applicable.

**7. Protests**

A protest shall comply with and be resolved according to Arizona Department of Education School District Procurement Code Rule A.A.C. R7-2-1141 through R7-2-1153. Protests shall be in writing and be filed with the District Representative as listed in the Special Instructions to Offerors.

- A. A protest shall include:
  - 1. The name, addresses, and telephone number of the interested party
  - 2. The signature of the interested party or the interested party's representative;
  - 3. Identification of the purchasing agency and the Solicitation or Contract number;
  - 4. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
  - 5. The form of relief requested.



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- B. The interested party shall supply promptly any other information requested the District representative.
- C. Protests based upon alleged improprieties in a solicitation that are apparent before the due date and time for responses to the solicitation, shall be filed before the due date and time for responses to the solicitation.
- D. In cases other than those covered in section C of this section, the interested party shall file the protest within 10 days after the school district makes the procurement file available for public instruction.
- E. The interested party may file a written request for an extension of the time limit for protest filing. The written request for an extension shall be filed with the District Representative before the expiration of the time limit and shall set forth good cause as to the specific action or inaction of the school district that resulted in the interested party being unable to file the protest within the 10 days. The district representative shall approve or deny the request in writing, state the reasons for the determination, and, if an extension is granted, set forth a new date for submission of the filing.



## **UNIFORM GENERAL TERMS AND CONDITIONS**

### **1. Contract Interpretation**

- A. Arizona Law. The law of Arizona applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona School District Procurement Code, Arizona Revised Statutes (A.R.S.) § 15-213, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 7, Chapter 2, Articles 10 and 11.
- B. Implied Contract Terms. Each Provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- C. Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee agent of the other party to the Contract.
- D. Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- E. No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.
- F. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

### **2. Contract Administration and Operation**

- A. Records. Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall contractually require each Subcontractor to retain all data and other records ("records") relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.
- B. Non-Discrimination. The Contractor shall comply with State Executive Order No. 99-4, 2000-4 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
- C. Audit. Pursuant to A.R.S. § 35-214 at any time during the term of this Contract and five (5) years thereafter, the Contractor's or any Subcontractor's books and records shall be subject to audit by the School District/Public Entity and, where applicable, the Federal Government, the extent that the books and records relate to the performance of the Contract or Subcontract.
- D. Inspection and Testing. The Contractor agrees to permit access to its facilities, Subcontractor facilities and the Contractor's processes for producing the materials, at reasonable time for inspection of the materials and services covered under this Contract. The School District/Public Entity shall also have the right to test at its own cost the materials to be supplied under this Contract. Neither inspection at the Contractor's facilities nor testing shall constitute final acceptance of the materials. If the School District/Public Entity determines non-compliance of the materials, the Contractor shall be responsible for the payment of all costs incurred by the School District/Public Entity for testing and inspection.
- E. Notices. Notices to the Contractor required by this Contract shall be made by the School District/Public Entity to the person indicated on the Offer and Acceptance Form submitted by the Contractor unless otherwise stated in the Contract. Notices to the School District/Public Entity required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet,



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unless otherwise stated in the Contract. An authorized Procurement Officer and an authorized Contractor representative may change their respective person to whom notices shall be given by written notice and an Amendment to the Contract shall not be necessary.

- F. Advertising and Promotion of Contract. The Contractor shall not advertise or publish information for commercial benefit concerning this Contract without the prior written approval of the Procurement Officer.
- G. Property of the School District/Public Entity. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the School District/Public Entity. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the School District/Public Entity.

**3. Costs and Payments**

- A. Payments. Payments shall comply with the requirements of A.R.S. §§ 35-342 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the School District/Public Entity within thirty (30) days. The Purchase Order number must be referenced on the invoice.
- B. Applicable Taxes.
  - 1. Payment of Taxes by the School District/Public Entity. The School District/Public Entity will pay only the rate and/or amount of taxes identified in the Proposal and in any resulting Contract.
  - 2. State and Local Transaction Privilege Taxes. The School District/Public Entity is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect taxes from the buyer does not relieve the seller from its obligation to remit taxes.
  - 3. Tax Indemnification. Contractor and all Subcontractors shall pay all federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all Subcontractors to hold the School District/Public Entity harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.
  - 4. IRS W-9. In order to receive payment under any resulting Contract, Offeror shall have a current I.R.S. W-9 Form on file with the School District/Public Entity.
- C. Availability of Funds for the Next Fiscal Year. Funds may not presently be available for performance under this Contract beyond the current fiscal year. No legal liability on the part of the School District/Public Entity for any payment may arise under this Contract beyond the current fiscal year until funds are made available for performance of the Contract. The School District/Public Entity will make reasonable efforts to secure such funds.

**4. Contract Changes**

- A. Amendments. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract signed by the Procurement Officer. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by an unauthorized employee or made unilaterally by the Contractor are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments, shall be void and without effect, and the Contractor shall not be entitled to any claim and this Contract based on those changes.



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- B. Subcontracts. The Contractor shall not enter into any Subcontract under this Contract without the advance written approval of the Procurement Officer. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- C. Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The Procurement Officer shall not unreasonably withhold approval.

**5. Risk and Liability**

- A. Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.
- B. General Indemnification. To the extent permitted by A.R.S. § 41-621 and § 35-154, the School District/Public Entity shall be indemnified and held harmless by the Contractor for its vicarious liability as result of entering into this Contract. Each party to this Contract is responsible for its own negligence.
- C. Indemnification - Patent and Copyright. To the extent permitted by A.R.S. § 41-621 and § 35-154, the Contractor shall indemnify and hold harmless the School District/Public Entity against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of Contract performance or use by the School District/Public Entity of materials furnished or work performed under this Contract. The School District/Public Entity shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.
- D. Force Majeure.
  - 1. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injections-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.
  - 2. Force Majeure shall not include the following occurrences:
    - a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market; or
    - b. Late performance by a Subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or
    - c. Inability of either the Contractor or any Subcontractor to acquire or maintain any required insurance, bonds, licenses, or permits.
  - 3. If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt requested, and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.



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4. Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and that such delay or failure is caused by force majeure.

E. Third Party Antitrust Violations. The Contractor assigns to the School District/Public Entity any claim for overcharges resulting from antitrust violation the extent that those violations concern materials of services supplied by third parties to the Contractor toward fulfillment of this Contract.

**6. Warranties**

A. Liens. The Contractor warrants that the materials supplied under this Contract are free of liens.

B. Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that for one year after acceptance by the School District/Public Entity of the materials or services, they shall be:

1. A quality to pass without objection in the trade under the Contract description;
2. Fit for the intended purposes for which the materials or services are used;
3. Within the variations permitted by the Contract and are of even kind, quality, and quality within each unit and among all units;
4. Adequately contained, packaged and marked as the Contract may require; and
5. Conform to the written promises or affirmations of fact made by the Contractor.

C. Fitness. The Contractor warrants that any material or service supplied to the School District/Public Entity shall fully conform to all requirements of the Solicitation and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.

D. Inspection/Testing. The warranties set forth in subparagraphs A through C of this paragraph are not affected by inspection/ testing of or payment for the materials or services by the School District/Public Entity.

E. Exclusions. Except as otherwise set forth in this Contract, there are no express or implied warranties or merchant ability fitness.

F. Compliance with Applicable Laws. The materials and services supplied under this Contract shall comply with all applicable federal, state and local laws, and the Contract shall maintain all applicable licenses and permits.

G. Survival of Rights and Obligations after Contract Expiration or Termination.

1. Contractor's Representations and Warranties. All representations and warranties made by the Contractor under this Contract shall survive the expiration of termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, the School District/Public Entity is not subject to or barred by any limitations of actions prescribed in A.R.S. Title 12, Chapter 5.
2. Purchase Orders. The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Offices, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.



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**7. School District/Public Entity's Contractual Remedies**

- A. Right to Assurance. If the School District/Public Entity in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing the Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent or ability to perform. Failure by the Contractor to provide written assurance within the number of days specified in the demand may, at the School District/Public Entity's option, be the basis for terminating the Contract under the Uniform General Terms and Conditions.
- B. Stop Work Order.
  - 1. The School District/Public Entity may, at any time, by written order to the Contractor, require the Contractor to stop all or any part, of the work called for by this Contract for a period of up to ninety (90) days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.
  - 2. If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Procurement Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.
- C. Non-exclusive Remedies. The rights and the remedies of the School District/Public Entity under this Contract are not exclusive.
- D. Nonconforming Tender. Materials supplied under this Contract shall fully comply with the Contract. The delivery of materials or a portion of the materials in an installment that do not fully comply constitutes a breach of Contract. On delivery of nonconforming materials, the School District/Public Entity may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.
- E. Right to Offset. The School District/Public Entity shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the School District/Public Entity or damages assessed by the School District/Public Entity concerning the Contractor's nonconforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform General Terms and Conditions.

**8. Contract Termination**

- A. Cancellation for Conflict of Interest. Per A.R.S. § 38-511 and A.A.C. R7-2-1087 (F) the School District/Public Entity may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the School District/Public Entity is, or becomes at any time while the Contract or an extension of the Contract is in effect, an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time.
- B. Gifts or Benefits. The School District may, by written notice, terminate this Contract, in whole or in part, if the School District determines that any person or vendor has offered, conferred or agreed to confer any personal gift or benefit on any employee of the School District who supervised or participated in the planning, recommending, selecting or contracting of the Contract, in accordance with A.R.S. § 15-213(O) and A.A.C. R7-2-1087(G).





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- C. Gratuities. In accordance with A.A.C. R7-2-1087(H) The School District/Public Entity may, by written notice, terminate this Contract, in whole or in part, if the School District/Public Entity determines that employment or gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the School District/Public Entity for the purpose of influencing the outcome of the procurement or securing the Contract, an Amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about Contract performance. The School District/Public Entity, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three (3) times the value of the gratuity offered by the Contractor.
  
- D. Suspension or Debarment. The School District/Public Entity may, by written notice to the Contractor, immediately terminate this Contract if the School District/Public Entity determines that the Contractor has been disbarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a Subcontractor of any public procurement unit or other governmental body.
  
- E. Termination for Convenience. The School District/Public Entity reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the School District/Public Entity without penalty recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all Subcontractors of the effective date of the termination and minimize all further costs to the School District/Public Entity. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the School District/Public Entity. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R7-2-1125 shall apply.
  
- F. Termination for Default.
  - 1. In addition to the rights reserved in the Uniform Terms and Conditions, the School District/Public Entity reserves the right to terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.
  - 2. Upon termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the School District/Public Entity.
  - 3. The School District/Public Entity may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials and services to replace those under this Contract. The Contractor shall be liable to the School District/Public Entity for any excess costs incurred by the School District/Public Entity re-procuring the materials or services.
  
- G. Continuation of Performance through Termination. The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

**9. Contract Claims**

All Contract claims and controversies under this Contract shall be resolved according to A.R.S. § 15-213 and rules adopted thereunder.



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**10. Cooperative Purchasing**

School District Procurement Rule A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental Procurements. Greater Phoenix Purchasing Consortium of Schools “GPPCS” is a group of schools/public entities who have signed such a cooperative purchase agreement to obtain economies of scale. This Solicitation is being issued by a selected eligible School District for the benefit of all eligible School Districts/public entities.

- A. An eligible School District/Public Entity shall not use a Consortium Contract to obtain concessions, including lower prices, from the Consortium Contractor or any other Offeror for the same or similar products, materials, and/or services.
- B. The eligible School District/Public Entity shall:
  - 1. Insure that Purchase Orders issued against eligible Consortium Contracts are in accordance with terms and prices established in the Consortium Contract.
  - 2. Make timely payment to the Consortium Contractor for all products, materials, and services in accordance with the terms and conditions of the Consortium Contract. Payment, inspection and acceptance of products, materials and services ordered by the eligible School District shall be the exclusive obligation of the School District.
  - 3. Be responsible for the ordering of materials or services under the Contract. The Consortium shall not be liable in any fashion for any violation by the eligible School District/Public Entity, and the eligible School District/Public Entity shall hold the Consortium harmless from any liability which may arise from action or inaction of the eligible School District.
  - 4. The exercise of any rights or remedies by the eligible School District/Public Entity shall be the exclusive obligation of such unit; however, the Consortium, as the Contract administrator and without subjecting itself to any liability, may join in the resolution of any controversy should it so desire.

**11. Gift Policy**

The Greater Phoenix Purchasing Consortium of Schools (GPPCS) will accept no gifts, gratuities or advertising products from Offerors. The GPPCS has adopted a zero-tolerance policy concerning Offeror gifts. Members of the GPPCS may request product samples from Offerors for official evaluation with disposal of those said samples at the discretion of the Procurement Officer.

**12. Integrity of Proposal**

By signing this Proposal, the Offeror affirms that the Offeror has not given, nor intends to give any time hereafter any economic opportunity, future employment, gift, loan gratuity, special discount, trip favor, or service to any employee of the School District/Public Entity in connection with the submitted Proposal. Failure to sign the Proposal, or signing it with a false statement, shall void the submitted proposal or any resulting contract.

**13. Offshore Performance**

Due to security and identity protection concerns, direct services under any subsequent contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the school district(s) or charter school(s) or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.



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**14. Contractor’s Employment Eligibility**

By entering the contract, Contractor warrants compliance with A.R.S. § 41-4401, A.R.S. § 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations.

The District may request verification of compliance from any Contractor or Subcontractor performing work under this contract. The District reserves the right to confirm compliance in accordance with applicable laws.

Should the District suspect or find that the Contractor or any of its Subcontractors are not in compliance, the District may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the contractor.

**15. Terrorism Country Divestments**

Per A.R.S. § 35-392, the District/public entity is prohibited from purchasing from a company that is in violation of the Export Administration Act.

**16. Fingerprint Clearance Cards**

In accordance with A.R.S. § 15-512(H), a contractor, subcontractor or vendor or any employee of a contractor, subcontractor or vendor who is contracted to provide services on a regular basis at an individual school may be required to obtain a valid fingerprint clearance card pursuant to Title 41, Chapter 12, Article 3.1. An exception to this requirement may be made as authorized in Governing Board policy.

Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

Additionally, contractor shall comply with the governing body fingerprinting policies of each individual School District/Public Entity.

**17. Clarifications**

Clarification means communication with Offeror for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the Proposal. It is achieved by explanation or substantiation, either in a written response to an inquiry from the District or as initiated by Offeror. Clarification does not give Offeror an opportunity to revise or modify its Proposal, except to the extent that correction of apparent clerical mistakes results in a revision.

**18. Confidential/Proprietary Information**

Confidential information request: If Offeror believes that its Proposal contains trade secrets or proprietary information that should be withheld from public inspection as required by A.R.S. § 39-121, a statement advising the School District/Public Entity of this fact shall accompany the Proposal, and the information shall be so identified wherever it appears. The School District/Public Entity shall review the statement and shall determine in writing whether the information shall be withheld. If the School District/Public Entity determines to disclose the information, the School District/Public Entity shall inform Offeror in writing of such determination.

When submitting a response containing “CONFIDENTIAL” information, Offeror agrees to defend, indemnify and hold harmless the District, its officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney’s fees, arising out of or resulting from the District withholding information that offeror marked as “CONFIDENTIAL”.



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When requesting information in your Response to be considered as Confidential/Proprietary, a complete hardbound and electronic copy of the solicitation with the Confidential/Proprietary material redacted must also be submitted with your Offer and so identified. Failure to submit redacted copies may result in denial of request.

Contract terms and conditions, pricing and information generally available to the public are not considered confidential information under this section.

Public record: All Proposals submitted in response to this solicitation shall become the property of the School District/Public Entity. They will become a matter of public record available for review, subsequent to award notification, under the supervision of the Purchasing Official.



## FEDERAL FUNDING REQUIREMENTS

1. **Affordable Care Act:** The Offeror understands and agrees that it shall be solely responsible for compliance with the patient Protection and Affordable Care Act, Public Law 111-148 and the Health Care and Education Reconciliation Act, Public Law 111-152 (collectively the Affordable Care Act “ACA”). The Offeror shall bear sole responsibility for providing health care benefits for its employees who provide services to the District as required by State or Federal law.
2. **Buy American Provision (only applies to Food & Nutrition food purchases):** The Offeror will purchase, to the maximum extent practicable, domestic commodities or products in accordance with 7CFR§210.21(d) and 7CFR§220.16(d). The Offeror shall purchase, to the maximum extent practicable, domestic agricultural commodities or products substantially processed in the United States. “Substantially” means the final processed product contains over 51% domestically grown agricultural commodities. This provision applies to all food purchases paid from the nonprofit school food services account. There are limited exceptions to this provision which allow for the purchase of products not meeting the “domestic” standard as described above (“non-domestic”) in circumstances when use of domestic products is truly not practicable. However, before utilizing an exception, alternatives to purchasing non-domestic food products should be considered.
3. **Disclosure of Lobbying Activities:** Pursuant to Byrd Anti-Lobbying Amendment 31 USC 1352, the Offeror must disclose lobbying activities in connection with school nutrition programs. If there are material changes after the initial filing, updated reports must be submitted on a quarterly basis. 7CFR§3018.100 (Only applies to contracts over \$100,000)
4. **Certification Regarding Lobbying:** Pursuant to 31 USC 1352, the Offeror must submit a certification regarding lobbying which conforms in substance with the language provided in 2CFR Part 200.450. No appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative Agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions.
5. **Certificate of Independent Price Determination:** The Offeror admits that all prices in this Offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor certification regarding non-collusion.
6. **Civil Rights Compliance (only applies to Food & Nutrition contracts):** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
  - a. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
  - b. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found on line at [www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).



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- 7. Clean Air Act, Clean Water Act, and Environmental Protection Agency Regulation:** The Offeror will comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency regulations which prohibit the use, under nonexempt federal contracts, grants or loans to facilities included on the EPA List of Violating Facilities.
- 8. Contract Work Hours and Safety Standard Act:** The Offeror shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR Part 5). (Only applies to contracts over \$100,000)
- 9. Debarment, Suspension, Ineligibility and Voluntary Exclusion:** By signing the Offer & Acceptance form, the Offeror certifies that they have not been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under executive order 12549 and 12689. The Offeror shall comply with regulations implementing Office of Management and Budget Guidance in Non-procurement Debarment and Suspension codified at 2 CFR Part 180 and 2 CFR Part 417. These regulations restrict transactions with certain parties that are debarred, suspended or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities. (Only applies to contracts over \$25,000)
- 10. Energy Policy and Conservation Act:** The Offeror shall meet the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act. (Pub. L. 94–163, 89 Stat.871.)
- 11. Equal Employment Opportunity:** The Offeror shall comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapters 60).
- 12. Record Keeping:** The books and records of the Offeror pertaining to operations under this Agreement shall be available to the District at any reasonable time. These records are subject to inspection or audit by representatives of the District, State Agency, the US Department of Agriculture (for food/nutrition only), and the US General Accounting Office at any reasonable time and place. The District shall maintain such records, for a period of not less than five (5) years after the final day of the contract, or longer if required for audit resolution (A.R.S. § 35-214). 7CFR§210.23 and 2 CFR Part 200.318(i).
- 13. Invoicing (only applies to Food & Nutrition contracts):** The Offeror fully discloses all discounts, rebates, allowances and incentives received by the Offeror from its suppliers. If the Offeror receives a discount, rebate, allowance, or incentive from any supplier, the Offeror must disclose and return to the District the full amount of the discount, rebate, or applicable credit that is received based on the purchases made on behalf of the District. The Offeror must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. 7CFR§210.21(f)(1)(iv). No expenditure may be made from the nonprofit school food service account for any cost resulting from a cost-reimbursable contract that fails to include the requirements of 7CFR§210.21, nor may any expenditure be made from the nonprofit school food service account that permits or results in the Offeror receiving payments in excess of the Offeror’s actual, net allowable costs. 7CFR§210.21 (f)(2)  
The return of purchase incentives, discounts, rebates, and credits will be to the Sponsor’s non-profit Child Nutrition account.
- 14. Termination Clause:** The District may terminate for cause and for convenience the contract. Appendix II to 2 CFR Part 200. (Only applies to contracts over \$10,000)



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- 15. E-Verify Requirement:** The Offeror warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with A.R.S. § 23-214, Subsection A. (That subsection reads: After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
- 16.** Description of process for enabling vendors to receive or pick up orders upon contract award. Once the District has made the decision to order from a vendor of an awarded contract, price will be confirmed/verified and purchase orders issued and sent to the vendor, based upon the needs of the District. No volume is implied or guaranteed.
- 17. Solid Waste Disposal Act:** The Offeror shall comply with Section 6002 of the Solid Waste Act and its implementing regulations.
- 18. Minority & Woman Businesses:** When federal funding may be used, the District shall take affirmative steps to ensure minority businesses, women’s business enterprises, and labor surplus area firms are notified of solicitation opportunities when possible. Prime contractors are required to take the same affirmative steps let 2 CFR Part 200.321
- 19. Program Regulation (only applies to Food & Nutrition contracts):** Offeror shall be in conformance with applicable portions of the School Food Authority’s (SFA) agreement under the program. Offeror will conduct program operations in accordance with 7 CFR Parts 210, 215, 220, 225, and 250. Offeror shall provide products that meet Public Law 111-296, the Healthy Hunger-Free Kids Act of 2010 (HHFKA). Offeror’s products shall meet grade level caloric, sodium, saturated fat, and trans fat requirements.
- 20. Copeland Anti-Kickback Act and Davis-Bacon Act (for building projects in excess of \$2000):**
  - a. Copeland “Anti-Kickback” Act** - All contracts and sub grants in excess of \$2000 for construction or repair awarded by recipients and sub recipients shall include a provision for compliance with the Copeland “Anti-Kickback” Act.
  - b. Davis-Bacon Act** - The OFFEROR shall comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5).
- 21. Contract Violations or Breach of Contract:** The District reserves all administrative, contractual and legal rights and privileges under applicable laws and regulations with respect to this procurement in the event of contractor violation or breach of contract.
- 22. Rights to Inventions:** For all contracts that meet the definition of “funding agreement” and where the District wishes to enter into a contract with a small business firm or non-profit organization, the offeror shall comply with the Rights to Inventions made by non-profit organizations and small business firms under Government Grants, Contracts, and Cooperative Agreements.



**SPECIAL INSTRUCTIONS TO OFFERORS**

**1. District Representative**

In accordance with A.A.C. R7-2-1042(A.1.s), and the “Uniform Instructions To Offerors,” the District Representative is *Mike Barragan, Assistant Superintendent for Business and Auxiliary Services.*

**2. Questions**

All questions related to this Solicitation shall be in writing and directed to *Jessica Leasure*, email to [jleasure@gesd40.org](mailto:jleasure@gesd40.org). Offerors shall not contact or ask questions of the school or department for which the requirement is being procured. All inquiries shall be made by January 15, 2021 directed on Page 1. Any correspondence related to a solicitation shall refer to the appropriate solicitation number, page and paragraph number. All questions will be responded to as soon as possible.

**3. Contract Award**

It is anticipated that a contract under this RFP will be awarded to multiple offerors.

**4. Multiple Award**

The District reserves the right to make a multiple award to more than one Offeror. The award will be limited to the least number of Offerors that the District determines is necessary to meet the needs of the District and Cooperative Members.

**5. Evaluation and Award Basis**

Representatives of the District will evaluate proposal and score them from the most likely to the one least likely to meet the requirements as outlined in the RFP. Per A.A.C. R7-2-1042(A)(1)(q), if several proposals are very closely ranked, the District may call for interviews to assist in the decision making. In addition to interviews the district reserves the option to call for and enter into discussions with the firms considered most likely to meet the requirements for the purpose of negotiations, on pricing and/or other portions of the proposal, if considered by the District to be in the best interest of the District.

Per A.A.C. R7-2-1042(A)(1)(h) evaluation criteria are listed below in their relative order of importance (Specific weighing may be used, but will not be required):

1. Responsiveness of the proposal in clearly stating and understanding the scope of work, and in meeting the requirements of the RFP. District’s assessment of the Offeror’s abilities to meet and satisfy the scope of work.
2. Qualifications of the Offeror, financial and otherwise, to provide the District with these services for the required period of time, provide appropriate staffing, provide necessary resources and show a history of demonstrated competence. Consideration of qualifications will include additional best value services, ability to address environmental needs or expertise offered that exceed the requirements, or the Offeror’s inability to meet some of the requirements of the specifications/scope of work. Provide documentation of professional memberships, certifications, and licenses.
3. Cost – While cost is a significant factor in considering the placement of the awards, it is not the only factor. The award will not be based on price alone, nor will it be based solely upon the lowest fees submitted.
4. Past Performance in this District, along with any other information obtained by the District from Offeror’s other clients, past or present, or from any other sources.

During the course of the selection process, all prospective companies are cautioned not to contact School Board Members or Selection Committee Members or attempt to persuade or promote through other channels. Committee members will read, review and evaluate the proposals based on the evaluation criteria. A point





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formula system will be used to evaluate the offers. The District may call for interviews to clarify information received in the proposal. Firms may be asked to host a site visit and/or interview with the Selection Committee, they may also be asked to revise or modify their proposals following the receipt of other information. However, offering firms are cautioned that the District may proceed with an award, on the basis of information received in the original proposal and subsequent interviews (if held) without calling for additional discussions or best and final offers.

All Proposals shall be open for public inspection after award of contract, except to the extent the Offeror designates, and the District concurs, that trade secrets or other proprietary data contained in the Proposal documents remain confidential in accordance with A.A.C. R7-2-1006, R7-2-1016, and R7-2-1042(A.1.u).

In accordance with A.A.C. R7-2-1042(A.1.v) the District may consider partial offers for award of a contract under this RFP.

**5.1 Evaluation Matrix**

Representatives of the District will evaluate Proposals and score or rank them from the most likely to the one least likely to meet the requirements as outlined in the RFP. Per A.A.C. R7-2-1042(A)(1)(q), if several Proposals are very closely ranked, the District may call for interviews to assist in the decision making. In addition to interviews, the District reserves the option to call for and enter into discussions with the firms considered most likely to meet the requirements for the purpose of negotiations, on pricing and/or other portions of the Proposal, if considered by the District to be in the best interest of the District.

Per A.A.C. R7-2-1042(A)(1)(h) Evaluation Criteria are listed below in their relative order of importance. Specific weighing may be used, but will not be required. Points will be scored according to the ranges allowed below for a maximum of 300 points

WHAT IS BEING EVALUATED	<i>300 POSSIBLE POINTS</i>
Tab1 – Method of Approach	<i>100</i>
Tab 2 – Qualifications/Experience	<i>75</i>
Tab 3 – Cost	<i>75</i>
Tab 4 – Responsiveness	<i>50</i>

**6. Evaluation Schedule**

The proposals will be initially evaluated for conforming to the requirements of the RFP. Then a technical score will be given. The proposals with the highest scores may be interviewed to determine the best interests of the District. The following schedule is tentative.

RFP Released	<i>December 16, 2020</i>
RFP Questions Due	<i>January 15, 2021</i>
RFP Due Date and Time	<i>January 29, 2021 at 2:00 pm</i>
RFP Evaluated	<i>February 1- 5, 2021</i>
RFP Best & Final (if necessary)	<i>February 8, 2021</i>
RFP Awarded, anticipated	<i>March 11, 2021</i>
Notice of Award Letters	<i>March 12, 2021</i>

**7. Freight Charges**

Freight charges should be indicated for each category. Examples:

- \* Freight charges apply OR
- \* No freight with orders over \$50 OR
- \* FOB Destination



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**8. Offeror Responsibility**

The successful Offeror shall protect all furnishings from damage and shall protect the school district's property from damage or loss arising in connection with this contract. Offeror shall make good any such damage, injury or loss caused by the operations, or those employees, to the satisfaction of the District. Any damage caused to District facilities, lawns, etc., shall be repaired immediately or replaced at no expense to the District.

The successful Offeror shall adequately screen all employees and, where applicable, independent contractors, and sub-contractors who may be involved in providing services under this contract to determine the appropriateness of their working at a public-school facility.

The successful Offeror shall take all necessary precautions for the safety of students, school employees and the public, and shall comply with all applicable provisions of Federal, State and Municipal Safety Laws. Successful Offeror agrees that they are fully responsible to the District for the acts and omissions of any and all persons whether directly or indirectly employed by them. They shall maintain such insurance as will protect them and the District from claims or damage from personal injury including death, which may arise from operations under this contract.

The successful Offeror must be prepared to provide an adequate work force and inventory of vehicles, materials and equipment. It shall be the successful Offeror's responsibility to ensure continuation of service.

The successful Offeror must provide adequate training for all contracted employees providing services under this contract.

The successful Offeror must make employees aware of the requirements of the contract including, but not limited to delivery requirements, alarm procedures, and any other information which may be necessary to properly provide the specified service.

**9. Acknowledgement of Amendments**

In accordance with A.A.C. R7-2-1042(A.1.b), Offeror shall acknowledge receipt of all amendments by signing the amendment acknowledgement form on page 46 of the RFP.

**10. Offeror Required Contract/Agreement-**

If your firm will require the District to sign any form of contract/agreement, a copy of that contract/agreement shall be included with this Proposal. Contents and stipulations contained in the contract/agreement may be part of the evaluation criteria. The District reserves the right to accept or reject any or all parts of the agreement. Contract terms should not conflict with or supersede terms and conditions of the solicitation.

Contract/Agreement shall include the following:

- Must be governed by the laws of the State of Arizona
- Net payment is thirty (30) days

Contract/Agreement shall not include the following:

- Waiver of right for a jury trial
- Requirement of upfront payment by District when a purchase order is placed
- Auto renewal language

**11. Samples**

Offeror may be requested to provide samples that they have produced that are similar in scope to the brand specified. The District may use these samples as part of their evaluation criteria and reserve the right to be the sole judge of quality and acceptability. Disposal of said samples will be at the discretion of the Procurement Officer.



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**12. Authority**

This solicitation as well as any resulting contract is issued under the authority of the Governing Board or designee. No alteration or any resulting contract may be made without the express written approval of the District in a form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract and the School District Procurement Rules. Any such action is subject to legal and contractual remedies available to the District inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.

**13. Integrity of Offer**

By signing this Proposal, the Offeror affirms that the Offeror has not given, nor intends to give any time hereafter any economic opportunity, future employment, gift, loan gratuity, special discount, trip favor, or service to any employee of the District, or per A.A.C. R7-2-1042(A.1.1) Offeror has not engaged in collusion or anti-competitive practices in connection with the submitted Proposal. Failure to sign the Proposal, or signing it with a false statement, shall void the submitted Proposal or any resulting contract.

**14. Brand Name or Equal**

Per A.A.C. R7-2-1042(A.2.b) any manufacturer's names, trade names, brand name or catalog designations used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other offerors but are intended to approximate the quality design or performance which is desired. Any offer which proposes like quality, design or performance will be considered. If the description of your Offer differs in any way, you must give complete detailed description of your Offer including pictures and literature where applicable.

**15. Descriptive Literature**

All Offers must include complete manufacturer's descriptive literature regarding the supplies they propose to furnish. Literature shall be sufficient in detail in order to allow full and fair evaluation of the offer submitted. Failure to include this information may result in the Offer being rejected.

**16. Deviations to Offer**

Any deviation from the general terms and conditions or exceptions taken shall be described fully and appended to the Proposal form on the Offeror's letterhead. Exceptions must be signed by an authorized representative of the company. Such appendages shall be considered part of the Offerors formal Proposal. For the absence of any statements of deviation or exception, the Offer shall be accepted as in strict compliance with all terms and conditions.



**SPECIAL TERMS AND CONDITIONS**

**1. Purpose**

Pursuant to provisions of the Arizona School District Procurement Rules, the District intends to establish a contract(s) for Pest Control Services to all District sites.

**2. Sufficient Funds**

The District fully anticipates that sufficient funds will be available for this purchase, however funds are not currently available. Any contract awarded under this proposal will be conditioned upon the availability of funds.

**3. Insurance**

Offeror agrees to maintain such insurance as will fully protect Offeror and the District from any and all claims under any workers’ compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this Agreement, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Offeror or its employees, while providing services to the District.

Successful Offeror shall be required to provide proof of and maintain following insurance requirements:

<b>General Liability</b>	
General Aggregate	\$2,000,000
Personal & Advertising Injury	\$ 500,000
Products-Comp Op Aggregate	\$2,000,000
Each Occurrence	\$ 500,000
<b>Automobile Liability</b>	\$1,000,000
<b>Worker’s Compensation</b>	As Required by State Law

**4. Affordable Care Act**

Offeror understands and agrees that is shall be solely responsible for compliance with the Patient Protection and Affordable Care Act, Public Law 111-148 and the Health Care and Education Reconciliation Act, Public Law 111-152 (collectively the Affordable Care Act “ACA”). Offeror shall bear sole responsibility for providing health care benefits for its employees who provide services to the District as required by state or federal law.

**5. Licenses**

Successful Offeror shall maintain in current status all federal, state, and local licenses and permits required by the operation of the business conducted by the Offeror.

**6. Safety**

Offeror, at its own expense and at all times, shall take all reasonable precautions to protect persons and the District property from damage, loss or injury resulting from the activities of Offeror, its employees, its subcontractors, and/or other persons present. Offeror will comply with all specific job safety requirements promulgated by any governmental authority, including without limitation, the requirements of the Occupational Safety Health Act of 1970.



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All items supplied on this contract must comply with the current applicable occupational safety and health standards of the State of Arizona Industrial Commission, the National Electric Code, and the National Fire Protection Association Standards.

**7. Fingerprint Requirements**

The District anticipates that services under this contract will cause the contractor and proposed subcontractors to have direct, unsupervised contact with pupils. In accordance with A.R.S. § 15-512(H), a contractor, subcontractor or vendor or any employee of a contractor, subcontractor or vendor who is contracted to provide services on a regular basis at an individual school shall be required to obtain a valid fingerprint clearance card pursuant to Title 41, Chapter 12, Article 3.1. Therefore, the Contractor and any proposed subcontractors warrant compliance with A.R.S. § 41-4401, A.R.S. § 23-214, the Federal Immigration and Nationality ACT (FINA) and all other federal, state and local immigration laws and regulations related to the immigration status of its employees. The contractor must have all employees on-site submit to a fingerprint clearance conducted by Department of Public Safety and all employees must carry fingerprint card at all times. These warranties shall remain in effect through the term of the contract.

The District may, at its sole discretion, require evidence of compliance during the evaluation process or contract term. Should the District request evidence of compliance, the Contractor and any proposed subcontractors shall have five (5) working days from receipt of the request to supply adequate information. Failure to supply the requested information or if the District suspects or finds the Contractor or any of its subcontractors are not in compliance, the District may pursue any and all remedies allowed by law, including, but not limited to: non-consideration of contract award, suspension of work, termination of the contract for default, and suspension and/or debarment of the Contractor. All costs associated with verification and any remedies are the sole responsibility of the Contractor and any proposed subcontractor.

**8. Registered Sex Offender Restrictions**

Pursuant to award, Offeror agrees that no employee of the Firm or subcontractor of the Firm, who is required to register as a sex offender, pursuant to A.R.S. § 13-3821, will perform work on the District premises or equipment at any time when District students are, or are reasonably expected to be, present. Offeror further agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the award at the District's discretion.

**9. Terms of Award**

Per A.A.C. R7-2-1042(A.3.b), the District reserves the right to award a contract, beginning during the fiscal year 2021-2022, and reserves the right to extend the contract for four additional one-year contracts ending June 30, 2026 providing services meet District satisfaction and funding is available.

The contract may be terminated by either party prior to the expiration date upon thirty (30) days written notice to the other party. Cancellation of the contract shall not relieve the contractor of responsibility for satisfaction of all work that should have been done up to the last day of the contract.

It is anticipated that Governing Board approval for this contract will be made on March 11, 2021.

**10. Product Delivery**

Any item delivered that does not meet specifications or is received in an unsatisfactory condition and is in a damaged or unusable condition must be picked up by the offeror immediately and replaced to the District's satisfaction at no additional charge, or issue full credit.



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**11. Guarantees by the Successful Offeror(s)**

Offeror guarantees that equipment or material offered is standard, new, and as required by the specifications. Every item delivered must be guaranteed against faulty material and workmanship for a period of at least one (1) year from the date of purchase. If during this period such faults develop, the successful Offeror agrees to replace the item affected without cost to the District.

**12. Minimum**

The volume of value of purchase under the resultant contract(s) is unknown. The District shall not be bound to purchase a minimum quantity during the contract period. The quantities listed are an estimated amount based upon 2019/2020 documented usage. The District reserves the right to increase or decrease any estimated quantities.

**13. Non-Exclusive Contract**

Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the District. The District reserves the rights to obtain like goods or services from other sources.

**14. Inspection**

All materials are subject to final inspection and acceptance by the District. Materials failing to meet the requirements of this contract will be held at Offeror's risk and may be returned to Offeror. If so returned, the cost of transportation, unpacking, inspection, repudiating, reshipping or other like expenses shall be the responsibility of the Offeror.

**15. Delivery of Services**

Services must be received within time agreed to by the District and the Offeror. The District shall make decisions as to compliance with contract services and time and their decision shall be final. The items on this contract shall be delivered per the specifications and instructions for each of the campuses.

**16. Local Representative**

Offeror may be required to have a LOCAL field representative available at all times during the contract period.

**17. Billing**

All billing notices must be sent to each District's Accounts Payable Department as shown on the purchase orders. All invoices shall identify the specific item(s) being billed. Any purchase order issued by *Glendale Elementary School District #40* or a member of the GPPCS will refer to the RFP number of this solicitation.

**18. Price Clause**

Prices shall be firm for the term of the contract. Prices as stated must be complete for the services proposed and shall include all associated costs. DO NOT include sales tax on any item in the Proposal.

Percent Discount and Hourly Rates shall be firm for the term of this contract. After initial contract term and prior to any contract renewal, the *Glendale Elementary School District #40* will review fully documented requests for price increases and may at its sole option accept any changes or cancel from the contract those items concerned. The Offeror shall likewise direct any published price reduction, during the contract period, to the District concurrent with its announcement to other customers. All price adjustments will be effective upon acceptance of the *Glendale Elementary School District #40*.



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**19. Fuel Surcharges**

No fuel surcharges will be accepted. No price increases will be accepted without proper request by Offeror and response by the District's Purchasing Division conditions.

**20. Procurement Methods**

Any parts or repair services obtained under this Request for Proposal may be by Blanket Purchase Order, Specific Purchase Order, or Procurement Card. The percent discount for parts and the labor rate must remain the same no matter what purchasing method the District uses.



## PROPOSAL REQUIREMENTS

Each Offeror must supply one original offer, marked with the company name and “ORIGINAL” on the cover in large easy-to-read letters and two (2) full copies of each proposal, each marked with the company name and sequentially numbered “COPY NO. 1”, “COPY NO. 2”, etc. on the cover in large easy-to-read letters.

Submit a letter of interest to include index tabs with Table of Contents.

Tab 1. Method of Approach

- Letter of Interest- Include signed letter of interest which includes the following:
  - State the firm’s or individual’s interest and qualifications in providing these services
  - Primary Contact
  - Local Office address and phone number
  - Form of Ownership
  - Statement of Understanding of the scope of work, include scheduling and responsibilities
- Sub-Contractor Questionnaire Form
- Sample Application Notification

Tab 2. Qualifications/Experience

- Copies of licenses and certifications
- Names of Staff and years of experience in pest control
- Performance Evaluation Surveys – minimum of 3 (page 62)

Tab 3. Price/Cost Sheet

Tab 4. Responsiveness – Required Documents

- Proposal Cost Form (page 40)
- Offer and Acceptance Form (page 41)
- Deviations/Exceptions Form (page 43)
- Confidentiality/Proprietary Information Form (page 44)
- Additional Materials (page 45)
- Acknowledgement of Amendments (page 46)
- Non-Collusion Affidavit (page 47)
- MWBE/HUB form (page 48)
- Debarment Certification (page 49)
- Conflict of Interest (page 50)
- EDGAR Certification (page 51)
- I.R.S. W-9 Form (page 56)
- Certificate of Insurance (page 57)
- GESD Vendor Application (page 58)
- Ancillary Contract (if applicable)





## **SCOPE OF WORK/SPECIFICATIONS**

### **1. General Statements and Requirements**

The Contractor shall regularly inspect and control pests at all indoor, outdoor, and adjacent areas surrounding the building at each District site, listed on page 35, for the duration of the contract. The District may add additional locations at any time as the need arises. This comprehensive pest control management service must be safe for all District personnel and students and be environmentally acceptable. Pests to be treated and controlled shall include: all types of cockroaches, ants, spiders, flies, termites, weevils, bedbugs, fleas, silverfish, crickets, scorpions, and mosquitoes. Open fields and areas not containing structures are not part of this contract.

The interior and exterior perimeter, of all buildings of the District, shall be treated for the above-mentioned pests two weeks before school opens for the fall semester, and again during Spring break at the convenience of the District. Service shall be not less than once a month for the entire year to all cafeterias, lounges and food storage areas of the District, Administrative Center and Support Center areas. There may be instances that an entire site requires a complete treatment over and above the twice a year treatment. If school personnel are not present when food preparation areas are serviced, exterminator shall post notice of treatment upon entry door to such areas. This contract shall require that any additional services deemed necessary be provided *without additional charge*, and at the convenience of the District, if the original treatment does not satisfactorily control the pest.

Contractor will perform an on-site inspection of the facility to be treated, and provide a written report reviewing the treatment needs. Contractor will also offer a chemical receipt after each service visit as well as a written tracking report. All guarantees of work performed will be in writing and provided to the District upon conclusion of the work, or upon invoicing for the work.

Contractor shall provide as-needed pest control services for lice, bees, birds (pigeons, etc.), rodents (gophers, etc.), and reptiles (snakes, etc.). These services will be considered special services.

Contractor shall provide the District with written pre-application notification notices containing the following information:

- 1) the brand name of the product to be used, concentration, rate of application and any use restrictions required by the label of the herbicide or specific pesticide;
- 2) the area or areas where the pesticide is to be applied;
- 3) the date and time the application is to occur; and
- 4) the pesticide label and the material safety data sheet for all chemicals used in performing the service.

Contractor shall notify the District and school/office site and post any pesticide application notice at least seventy-two (72) hours in advance in order to allow the school/office site to comply with ARS §32-2307. The seventy-two (72) hour advance notice shall include the date and time application is to occur. The seventy-two (72) hour advance notice shall also include the brand name, concentration, rate of application, pesticide label, material safety data sheet and any use restrictions required by the pesticide label. Include a sample of your Application Notification with proposal submission.

Contractor shall promptly notify the District contact of any accidents, injuries, or property damage on District property. Contractor shall ensure all chemicals and pesticides are secured under lock and key while on District's property. Contractor shall not store chemicals or pesticides on the District's premises.



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The District shall appoint a contact person for the District. All activities pursuant to this contract are to be coordinated through the District Grounds Department. The District will allow access to any location that has been assigned to this contract to the service personnel of the Contractor in order to provide the appropriate pest control service. The Contractor is to report to the District's Grounds contact person in writing the details of the on-going progress of this contract. Service tickets are required and are subject to verification at any time by the Grounds Department.

**If Contractor proposes to utilize Sub-Contractors, a list of the sub-contractors including the committed percentage of work each will perform, and the category of Work in the List of Proposed Sub-Contractors shall be included as part of this RFP. The District will not permit changes to the list without prior approval from the Grounds Supervisor.**

**2. Extermination Services Scope of Work**

The successful Contractor shall provide pesticides for all facilities as per the list of locations included in this RFP but not restricted only to that list (see page 35). Extermination Services will be for all types of pests and rodents (rats, mice, etc.) and all insects (i.e., flies, scorpions, silverfish, weevils, ants [not including red imported fire ants] and all spiders). The list, on page 35, provides square footage of buildings but not the actual square footage to be serviced. It is the responsibility of the Contractor to be aware of the square footage to be serviced and any special conditions at each location. Service will primarily be provided outside of normal school hours generally after 4:00 pm on weekdays.

The successful Contractor shall cover all initial inspections and treatment of each location and shall be subject to recall. The Contractor shall supply any glue boards, cockroach bait stations, fly bait (in summer), light traps for fly control (including bulbs and sticky papers), and pyrethrin spray as needed in between scheduled visits.

Any rodent bait must be placed in receptacles that are not accessible to the staff or students. Approved bait boxes shall be used in all food areas in lieu of glue boards. Further bombing may be necessary, in addition to normal treatment, if an infestation is present. It may be necessary for this bombing to occur during time periods when the District and schools are closed. This procedure is to be conducted by the Contractor if the circumstances require this approach. Also, if flies are present in a food area, the Contractor shall provide to the facility an approved product to control these pests.

**3. Termite Services Scope of Work**

The Contractor shall provide a complete and thorough inspection of District buildings and adjacent areas at the request of the District. Contractor must submit a detailed written report on areas inspected, evidence found of termite activity, high risk termite entry areas inaccessible to inspection, and termite control options and limitations thereto. Contractor shall recommend treatment and ratification to eliminate termite infestation and provide minimum of five (5) years warranty with the option to renew at the end of the term.

Regular follow-up inspections are essential and should be carried out at least every 6 months where signs of termite activity have been located in the vicinity of susceptible buildings or timber structures. Contractor shall recommend a plan for follow-up inspections within a twelve-month period.

**4. Emergency Services**

Contractor should respond to emergency service requests within 24 hours of phone notification and shall follow all State guidelines with posting and spraying. Emergency services shall be provided in the shortest amount of time appropriate for the situation.



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When an emergency application is necessary, the Contractor shall do all of the following:

- 1) Notify the Grounds contact before the application with a statement of the pest problem, treatment procedure, area to be treated and approximate time of application;
- 2) Notify the Grounds contact immediately after the application of the name of the pesticide applied, the formulation, the strength and dosage, the date and time of application and provide the pesticide label;
- 3) Post the treated area immediately after the application. The posting shall include the name of the pesticide, the date and time of application and the name and telephone number of the business licensee.

**5. Laws and Licensing Requirements**

Only Environmental Protection Agency (EPA) allowed non-flammable, non-injurious products may be used for work under this contract. All materials used under this contract must comply with Federal, State and Local regulations and be specifically approved for areas in which they are to be used. No materials shall be used for any reason that do not meet with the acceptance of the United States Food and Drug Administration recommendation, where applicable.

Contractor shall comply with all applicable OSHA, EPA, state and local regulations. Contractor shall hold a current Arizona Office of Pest Management (AOPM) license for all branch offices that operate under their business name. Proof of license shall be included with proposal submittal.

All service personnel that will be servicing the District shall be certified to apply pesticide as required. Proof of certifications shall be included with proposal submittal. Service personnel on District property shall be in uniform, properly identifying the individual's name and the company he/she represents. Contractor's employees are subject to security checks, and may further be subject to background checks prior to entering the schools. Fingerprint clearance cards will be required for all personnel that will be on site while children are present. Contractor is fully responsible and liable for actions of employees while on the premises.



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**Interior Square Footage**

Location	Address	Interior Sq. Ft	Building	Lounge Sq. Ft	Cafeteria/ Kitchen
Administrative Center/ Annex	7301 N 58th Ave	58,219	A	750	900
American	8530 N 55th Ave	76,522	B	940	8,500
Bicentennial South	7240 W Colter St	63,936	A	750	8,200
Burton	4801 W Maryland	47,290	A	1,000	5,714
Challenger	6905 W Maryland Ave	124,788	B	1,300	7,257
Desert Spirit	7355 W Orangewood	93,008	A	1,100	9,810
Discovery	7910 W Maryland	73,943	A	970	9,700
Horizon	8520 N 47th Ave	79,693	A	1,150	8,500
Imes	6625 N 56th Ave	60,200	Office	288	5,795
Imes	6625 N 56th Ave		J 906	572	0
Jack	6600 W Missouri	61,640	K	970	0
Landmark	5730 W Myrtle Ave	127,795	B	1,300	7,257
Mensendick	5535 N 67th Ave	90,680	B	850	9,044
Sine	4932 W Myrtle Ave	74,745	M	1,100	8,771
Smith	6534 N 63rd Ave	103,303	C	1300	8,830
Sunset Vista	7775 W Orangewood Ave	93,008	A	1,100	9,810
Support Center	7015 W Maryland Ave	45,038	A	960	0
Support Center	7015 W Maryland Ave		C	96	0
Support Center	7015 W Maryland Ave		F	800	0
Support Center	7015 W Maryland Ave		G	210	0



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**District Locations currently under Termite Warranty**

<b>Location</b>	<b>Original Vendor</b>	<b>Room(s)</b>	<b>Building</b>
District Office	City Wide Pest Control		Building w/ Laundry Room
Isaac E. Imes	City Wide Pest Control	Entire School	Entire School
Don Mensendick	City Wide Pest Control	Freezer Area	
Bicentennial South	City Wide Pest Control	Room 7	

**Rooms/Buildings listed above require ongoing termite warranty treatment.**



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**QUESTIONNAIRE FORM**

1. State if you will use subcontractors. Yes  No

If yes, provide a list of the sub-contractors including the committed percentage of work each will perform, and the Category of Work. The District will not permit changes to the list without prior approval from the Grounds Supervisor.

Name	Percentage of Work	Category of Work
Example: Acme Pest Control	20 %	Termite

**Pricing for Pest Control Services**



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

<b>Location</b>	<b>Fee for entire campus</b>	<b>Monthly fee for cafeterias, lounges, and food storage areas</b>
<b>Administrative Center/ Annex</b>	\$ _____	\$ _____
<b>American</b>	\$ _____	\$ _____
<b>Bicentennial South</b>	\$ _____	\$ _____
<b>Burton</b>	\$ _____	\$ _____
<b>Challenger</b>	\$ _____	\$ _____
<b>Desert Spirit</b>	\$ _____	\$ _____
<b>Discovery</b>	\$ _____	\$ _____
<b>Horizon</b>	\$ _____	\$ _____
<b>Imes</b>	\$ _____	\$ _____
<b>Jack</b>	\$ _____	\$ _____
<b>Landmark</b>	\$ _____	\$ _____
<b>Mensendick</b>	\$ _____	\$ _____
<b>Sine</b>	\$ _____	\$ _____
<b>Smith</b>	\$ _____	\$ _____
<b>Sunset Vista</b>	\$ _____	\$ _____
<b>Support Center</b>	\$ _____	\$ _____



**GLENDAL ELEMENARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**Pricing for Special Pest Control Services**

**Bees, Wasps, Hornets** Cost per treatment \$ \_\_\_\_\_

**Rodent Control - (Gophers, rats, mice)** Cost for initial treatment \$ \_\_\_\_\_

Cost for follow up \$ \_\_\_\_\_

**Bird (Pigeon) Control** Cost per treatment \$ \_\_\_\_\_

**Other Pest Control – (cockroaches, spiders, lice, etc)** Cost per treatment \$ \_\_\_\_\_

**Termite Services-** Cost per treatable linear foot \$ \_\_\_\_\_

Cost per treatable linear foot \$ \_\_\_\_\_

Indicate warranty period \_\_\_\_\_

Cost for existing warranties \$ \_\_\_\_\_

**State any other fees that may be applicable to this contract** \_\_\_\_\_

*(Please expand spreadsheet as an attachment if additional fields for data entry are required. Note company name on each attached sheet.)*





**GLENDALE ELEMENTARY SCHOOL DISTRICT #40  
Proposal Cost Form (Attachment 2)**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**PROPOSAL COST FORM**

I/We, the undersigned, propose to provide the service necessary for the specifications/ scope of work.  
*(Please expand spreadsheet as an attachment if additional fields for data entry are required. Note company name on each attached sheet.)*

I/We further declare that I/we have carefully read and examined all information to the referenced Request for Proposal. I/We agree to comply with the Districts rules, regulations and policies.

Certain members of the GPPCS may utilize a Procurement Card program to both improve and expedite the purchasing and payment process. Upon implementation, the District will be asking Offerors to provide a prompt payment discount taking into consideration receipt of payment within seventy-two (72) hours from time of payment processing.

Will you allow payment of invoices using the Procurement Card?    \_\_\_ Yes    \_\_\_ No

Discount for payment within 72 hours using the Procurement Card? \_\_\_\_\_

**Would you be willing to allow other members of the “GPPCS” to piggy-back and purchase from the contract if awarded through this RFP?\***     Yes     No

*\*Your response to this question will not be used as part of the evaluation criteria. It is our intent, as a member of the GPPCS, to make available to other districts the opportunity to save time, effort and paperwork by combining our purchasing power, whenever possible.*



\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Authorized Signature/Local Representative

\_\_\_\_\_  
Telephone/Fax Number

\_\_\_\_\_  
Type Name and Position Held with Firm

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**OFFER AND ACCEPTANCE FORM**

**OFFER**

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the Proposal.

Arizona Transaction (Sales) Privilege Tax License No.:

For clarification of this Proposal, contact:

\_\_\_\_\_

Name: \_\_\_\_\_

Federal Employer Identification No. \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

Tax Rate: \_\_\_\_\_ %

E-Mail: \_\_\_\_\_

\_\_\_\_\_



Company Name

Signature of Person Authorized to Sign Proposal

\_\_\_\_\_

\_\_\_\_\_

Address

Printed Name

\_\_\_\_\_

\_\_\_\_\_

City State Zip

Title

**CERTIFICATION**

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Proposal did not involve collusion or other anti-competitive practices and offeror has taken steps and exercised due diligence to ensure that no Violation of A.R.S. § 15-213(O), A.A.C. R7-2-1003 (J) and A.A.C. R7-2-1042 (A.1.I) have occurred.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of State Executive Order 99-4, 2000-4 or A.R.S. § 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the Proposal. Signing the Proposal with a false statement shall void the Offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with Federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. § 35-392, the Offeror is in compliance and shall remain in compliance with the Export Administration Act.
6. In Accordance with A.R.S. § 35-393, the Offeror is not engaged in and for the duration of the contract will not engage in a boycott of Israel.
7. In accordance with A.R.S. § 15-512, the Offeror shall comply with fingerprinting requirements unless otherwise exempted.
8. By submission of this Proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
9. By submission of this Proposal, that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a Cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

**ACCEPTANCE**

**The Proposal is hereby accepted.**

**The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Proposal as accepted by the School District/Public Entity.**

**This contract shall henceforth be referred to as Contract No. **RFP 22.05.26 Pest Control Services.****

**The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives a purchase order, contract release document, or written notice to proceed.**

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Authorized Signature of School District Official



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**STATEMENT OF NO BID**

If you are not responding to this service/commodity, please complete and return only this form to: Glendale Elementary School District #40, 7015 W. Maryland Avenue, Building C, Glendale, AZ 85303 or fax it to the attention of the Purchasing Department (623) 237-6295. (Please print or type, except signature)

Failure to respond may result in deletion of Offeror's name from the qualified Bidder's list for the Glendale Elementary School District #40.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

We, the undersigned, have declined to respond to your **RFP #22.05.26 Pest Control Services** because of the following reasons:

Service/Commodity

\_\_\_\_\_ We do not offer this product or the equivalent.

\_\_\_\_\_ Insufficient time to respond to this solicitation.

\_\_\_\_\_ Remove our name from this list only.

\_\_\_\_\_ Our product schedule would not permit us to perform.

\_\_\_\_\_ Unable to meet all insurance requirements

\_\_\_\_\_ Other. (Specify below)

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**DEVIATIONS AND EXCEPTIONS FROM**

Offerors shall indicate any and all deviations and exceptions taken to the provisions or specifications in this solicitation document. Clearly identify the specific paragraph(s) of the solicitation where the deviations or exceptions occur, and describe in detail. Offeror’s preprinted or standard terms will not be considered as part of any resulting Contract. All deviations and exceptions that are contained in the Offer may negatively affect the evaluation criteria as stated in the solicitation and may result in rejection of the Offer.

Deviations and Exceptions (mark one):

\_\_\_\_\_ No exceptions

\_\_\_\_\_ Exceptions taken (describe –attach additional pages if needed)

The Undersigned hereby acknowledges that all *deviations/exceptions* to this solicitation are clearly listed on this form:

Company Name: \_\_\_\_\_ Printed Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_  Authorized Signature: \_\_\_\_\_



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**CONFIDENTIAL/PROPRIETARY SUBMITTALS FORM**

Confidential/Proprietary Submittals (mark one):

\_\_\_\_\_ No confidential/proprietary materials have been included with this offer

\_\_\_\_\_ Confidential/Proprietary materials included. Offerors should identify below any portion of their proposal deemed confidential or proprietary (see Uniform Terms and Conditions). Identification in this section does not guarantee that disclosure will be prevented but that the item will be subject to review by the Offeror and the District prior to any public disclosure. Requests to deem the entire proposal or price as confidential will not be considered. **A complete copy of the Proposal response with the Confidential/Proprietary material redacted must be submitted with your Offer and so identified. Failure to submit a redacted copy may result in denial of request.**

Company Name: \_\_\_\_\_ Printed Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_  Authorized Signature: \_\_\_\_\_



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**ADDITIONAL MATERIALS SUBMITTAL FORM**

Additional Materials Submitted (Mark One):

\_\_\_\_\_ No additional materials have been included with this offer

\_\_\_\_\_ Additional Materials attached (describe—attach additional pages if needed)

Company Name: \_\_\_\_\_ Printed Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_  Authorized Signature: \_\_\_\_\_



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**AMENDMENT ACKNOWLEDGMENT FORM**

This page is used to acknowledge any and all amendments that might be issued. Any amendments issued within three (3) days of the solicitation due date, will included a new due date to allow for addressing the amendment issues. Your signature indicates that you took the information provided in the amendments into consideration when providing your complete Offer response.

Please sign and date

**AMENDMENT NO. 1 Acknowledgement** \_\_\_\_\_  
Signature Date

**AMENDMENT NO. 2 Acknowledgement** \_\_\_\_\_  
Signature Date

**AMENDMENT NO. 3 Acknowledgement** \_\_\_\_\_  
Signature Date

*If no amendments were issued*, indicate below, sign the form and return with your response.

Company Name: \_\_\_\_\_ Printed Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_  Authorized Signature: \_\_\_\_\_



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_ )  
  )           ss.  
County of \_\_\_\_\_ )

Before me, the undersigned, personally appeared

\_\_\_\_\_ , affiant,  
  (Name)  
the \_\_\_\_\_  
  (Title)  
\_\_\_\_\_  
  (Contractor/Offeror)

the persons, corporation, or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such Proposal is genuine and not sham or collusive, nor made in the interest of, or behalf of, any persons not herein named, and that the Offeror has not directly or indirectly induced or solicited any other Offeror to put in a sham Proposal, or any other person, firm or corporation to refrain from submitting a Proposal, and that the Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror; and

That Offeror has taken steps and exercised due diligence to ensure that Offeror has not offered, conferred, or agreed to confer any personal gift or benefit on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of the District, in accordance with A.R.S. § 15-213(O), A.A.C. R7-2-1042(A.1.L), and A.A.C. R7-2-1003(J).



\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public in and for the

State of \_\_\_\_\_

County of \_\_\_\_\_

**THIS FORM MUST BE NOTARIZED**

Remote online notarization is acceptable in accordance with A.R.S. §§ 41-371 through 41-380 and should contain a statement substantially as follows: "This remote online notarization involved the use of communication technology." Resources regarding online notaries for Arizona can be found at: <https://azsos.gov/business/notary/enotary>





**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**MINORITY/WOMEN BUSINESS ENTERPRISE (MWBE) AND  
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)**

Offering companies that have been certified by the State of Arizona as Historically Underutilized Business (HUB) or Minority/Women Business Enterprise (MWBE) entities are encouraged to indicate their UB and MWBE status when responding to this RFP.

Vendor certifies that this firm is a MWBE (Required by some participating agencies)  Yes  No  
Vendor certifies that this firm is a HUB (Required by some participating agencies)  Yes  No

Please scan a copy of MWBE and/or HUB certification letter and the percentage of your business with MWBE and/or HUB suppliers, if applicable, in your proposal response in the Response Attachments section.

-----  
**I, the authorized representative for the company named below, certify that the information concerning residency certification, and MWBE and HUB certifications have been reviewed by me and the information furnished is true to the best of my knowledge.**

Contractor Name/Company Name: \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**DEBARMENT CERTIFICATION**

Neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

Company Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature of Authorized Company Official: \_\_\_\_\_

Date: \_\_\_\_\_



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**Glendale Elementary School District #40  
Conflict of Interest Disclosure Form**

**Company Name** \_\_\_\_\_

Arizona State law (ARS, 38-503) requires you to disclose any substantial interest<sup>1</sup> you or your relatives<sup>2</sup> have in any Glendale Elementary School District vote, decision, contract, sale or purchase. A Glendale Elementary School District Board Member or employee must complete and submit this form promptly when a situation arises or may arise that requires disclosure.

Federal Law (2 CFR 200.112) requires the non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

**Are you a Glendale Elementary School District employee?**  Yes  No (If Yes, full solicitation must be done)

**Are you a Glendale Elementary School District Board Member?**  Yes  No (If Yes, Please see GESD Policy BCB for Instructions)

**INITIAL EACH STATEMENT**

I understand that if I or a relative has financial or ownership interest in a Glendale Elementary School District matter, I may NOT participate in it in any way for any segment on behalf of the Glendale Elementary School District.

I understand that if I or a relative is employed by, is sales representative for or owns part of a business, company, property or partnership I may NOT do any of the following on Glendale Elementary School District behalf:

- Participate in selecting a vendor for the goods or services supplied by the business
- Vote on or approve the award of a contract to the business
- Supervise the work of the business for Glendale Elementary School District
- Approve invoices from the business
- Participate in determining that Glendale Elementary School District #40 needs the types of goods or services supplied by the business
- Participate in resolving any contract disputes between the business and Glendale Elementary School District No. 40

**No** conflict of interest exists for me at this time. I have no financial and/or ownership interest in any business, company, partnership or property.

**Yes**, I have financial and/or ownership interest in the following:  Business  Company  Partnership  Property

Name of business, company, partnership or property: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Provide a full description of your financial or ownership interest:

\_\_\_\_\_

Describe any current or future matters that GESD is or may be involved in that affect the interests you identified above: \_\_\_\_\_

\_\_\_\_\_

**In signing this form, I understand that there are criminal and civil penalties for violating State of Arizona and Federal laws relating to conflicts-of-interest.**

**Name (please print):** \_\_\_\_\_ **Telephone:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<sup>1</sup> "Substantial Interest" Defined: A "substantial interest" is any financial or ownership interest, direct or indirect, that isn't a "remote interest." For instance, employment by a firm creates a substantial interest. The situations that qualify as "remote interests" under law are very limited.

<sup>2</sup> Persons Covered: The law covers governing members and full-time, part-time and contract employees. Also, any substantial interest of these relatives will be attributed to you: spouse, child, grandchild, parent, grandparent, brother or sister – whole or half blood – and their spouses and parents, or a brother, sister or child of a spouse.



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**EDGAR CERTIFICATIONS**

The following certifications and provisions are required and apply when a Public Entity expends federal funds for any contract resulting from this procurement process. Accordingly, the parties agree that the following terms and conditions apply to the Contract between Public Entity and awarded Vendor (“Vendor”) in all situations where Vendor has been paid or will be paid with federal funds:

**(A). Contractor Violation or Breach of Contract Terms**

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when Public Entity expends federal funds, Public Entity reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

**(B). Termination for Cause or Convenience**

Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when Public Entity expends federal funds, Public Entity reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Public Entity also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if Public Entity believes, in its sole discretion that it is in the best interest of Public Entity to do so. Vendor will be compensated for work performed and accepted and goods accepted by Public Entity as of the termination date if the contract is terminated for convenience of Public Entity. Any award under this procurement process is not exclusive and Public Entity reserves the right to purchase goods and services from other vendors when it is in Public Entity’s best interest.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

**(C). Equal Employment Opportunity**

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Pursuant to Federal Rule (C) above, when Public Entity expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**EDGAR CERTIFICATIONS**

**(D). Davis-Bacon Act**

When required by Federal program legislation, contractor agrees that, for all prime construction contracts in excess of \$2,000, contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. Current prevailing wage determination issued by the Department of Labor are available at [www.wdol.gov](http://www.wdol.gov). The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. Contractor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The Public Entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when Public Entity expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

**(E). Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)**

Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers, Contractor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when Public Entity expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Public Entity resulting from this procurement process.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

**(F). Rights to Inventions Made Under a Contract or Agreement**

If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Public Entity, Vendor certifies that during the term of an award for all contracts by Public Entity resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (6) above.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**



**EDGAR CERTIFICATIONS**

**(G). Clean Air Act and Federal Water Pollution Act**

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by Public Entity, Vendor certifies that during the term of an award for all contracts by Public Entity resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

**(H). Debarment and Suspension**

Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Public Entity, Vendor certifies that during the term of an award for all contracts by Public Entity resulting from this procurement process, Vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

**(I). Byrd Anti-Lobbying Amendment**

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Public Entity, Vendor certifies that during the term and after the awarded term of an award for all contracts by Public Entity resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**EDGAR CERTIFICATIONS**

- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

**RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS**

When federal funds are expended by Public Entity for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Vendor further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When Public Entity expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

**CERTIFICATION OF EQUAL EMPLOYMENT STATEMENT**

It is the policy of Public Entity not to discriminate on the basis of race, color, national origin, gender, limited English proficiency or handicapping conditions in its programs. Vendor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Contract, with respect to hire, tenure, terms, conditions and privileges of employment, or a matter directly or indirectly related to employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. Vendor further agrees that every subcontract entered into for the performance of this Contract shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

GESD has a preference for domestic end products for supplies acquired for use in the United States when spending federal funds (purchases that are made with non-federal funds or grants are excluded from the Buy America Act). Vendor certifies that it is in compliance with all applicable provisions of the Buy America Act.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**EDGAR CERTIFICATIONS**

**CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336**

Vendor agrees that the District’s Inspector General or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor’s discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor’s personnel for the purpose of interview and discussion relating to such documents.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

**CERTIFICATION OF APPLICABILITY TO SUBCONTRACTRS**

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

**Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor**

VENDOR AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS, RULES, REGULATIONS, AND ORDINANCES. IT IS FURTHER ACKNOWLEDGED THAT VENDOR CERTIFIES COMPLIANCE WITH ALL PROVISIONS, LAWS, ACTS, REGULATIONS, ETC. AS SPECIFICALLY NOTED ABOVE.

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

Vendor’s Name: \_\_\_\_\_

Address, City, State, and Zip Code: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Printed Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_





GLENDALE ELEMENTARY SCHOOL DISTRICT #40

Purchasing Department
7015 W. Maryland Ave,
Building C
Glendale, AZ 85303

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
2 Business name/disregarded entity name, if different from above
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
5 Address (number, street, and apt. or suite no.) See instructions.
6 City, state, and ZIP code
7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Social security number
Employer identification number

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.



Sign Here Signature of U.S. person Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
Form 1099-S (proceeds from real estate transactions)
Form 1099-K (merchant card and third party network transactions)
Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
Form 1099-C (canceled debt)
Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**CERTIFICATE OF INSURANCE**

PRIOR TO COMMENCING SERVICES UNDER THIS CONTRACT, THE CONTRACTOR MUST FURNISH THE DISTRICT, CERTIFICATION FROM INSURER(S) FOR COVERAGES IN THE MINIMUM AMOUNTS AS STATED BELOW. THE COVERAGES SHALL BE MAINTAINED IN FULL FORCE AND EFFECT DURING THE TERM OF THIS CONTRACT, AND SHALL NOT SERVE TO LIMIT ANY OTHER CONTRACTOR OBLIGATIONS.

NAME AND ADDRESS OF INSURANCE AGENCY:	COMPANY LETTER	COMPANIES AFFORDING COVERAGE:
	<b>A</b>	
NAME AND ADDRESS OF INSURED:	<b>B</b>	
	<b>C</b>	
	<b>D</b>	

LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE	COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
BODILY INJURY: PER PERSON \$1,000,000.00 EACH OCCURRENCE \$2,000,000.00 PROPERTY DAMAGE \$1,000,000.00 OR BODILY INJURY AND PROPERTY DAMAGE COMBINED \$1,000,000.00		COMPREHENSIVE GENERAL LIABILITY FORM PREMISES OPERATIONS CONTRACTUAL INDEPENDENT CONTRACTORS PRODUCTS/COMPLETED OPERATIONS HAZARD PERSONAL INJURY BROAD FORM PROPERTY DAMAGE EXPLOSION & COLLAPSE (IF APPLICABLE) UNDERGROUND HAZARD (IF APPLICABLE)		
SAME AS ABOVE		COMPREHENSIVE AUTO LIABILITY INCLUDING NON-OWNED (IF APPLICABLE)		
NECESSARY IF UNDERLYING IS NOT ABOVE MINIMUM		UMBRELLA LIABILITY		
STATUTORY EACH ACCIDENT \$ 100,000.00		WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY		
		OTHER		

THE GLENDAL ELEMENTARY SCHOOL DISTRICT IS ADDED AS ADDITIONAL INSURED AS IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELLED OR MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE DISTRICT WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE DISTRICT. IT IS AGREED THAT ANY INSURANCE AVAILABLE TO THE NAMED INSURED SHALL BE PRIMARY OF OTHER SOURCES THAT MAY BE AVAILABLE. THIS CERTIFICATE IS NOT VALID UNLESS COUN TERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

NAME AND ADDRESS OF CERTIFICATE HOLDER:	DATE ISSUED _____
	_____ AUTHORIZED REPRESENTATIVE



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40**

7301 North 58th Avenue, Glendale AZ 85301

Fax: (623) 237-6295 Email: VendorRegistration@gesd40.org

**VENDOR REGISTRATION APPLICATION**

ORDER INFORMATION		PAYMENT INFORMATION																													
LEGAL NAME OF VENDOR		LEGAL NAME OF PAYEE																													
STREET ADDRESS		STREET ADDRESS																													
STREET ADDRESS 2		STREET ADDRESS 2																													
CITY		CITY																													
STATE	ZIP CODE	STATE	ZIP CODE																												
PHONE #	FAX #	PHONE #	FAX #																												
CONTACT NAME		CONTACT NAME																													
EMAIL ADDRESS FOR PURCHASE ORDERS		EMAIL ADDRESS FOR ACCOUNTS RECEIVABLE																													
WEB ADDRESS		FEDERAL ID # <input type="checkbox"/>	SOCIAL SECURITY # <input type="checkbox"/>																												
<p>By signing below, I hereby acknowledge that:</p> <ol style="list-style-type: none"> <li>1. I am duly authorized to certify the information requested herein.</li> <li>2. To the best of my knowledge, the elements of the information provided herein are accurate and true as of this date.</li> <li>3. My organization will comply with all State statutes and Federal equal opportunity and non-discrimination requirements and conditions of employment in accordance with A.R.S. Title 41, Chapter 9, Article 4 and Executive Order Number 75-5 dated April 28, 1975.</li> <li>4. Filing of a Vendor Registration Application supplies information only and does not constitute an assumed obligation by Glendale Elementary School District (GESD) to guarantee contractual awards or agreements to my organization.</li> <li>5. Updating information contained on this form is solely the duty of my organization.</li> <li>6. <b>My organization will not provide any product or service without first having in our possession an authorized GESD Purchase Order. No products or services will be provided based on a verbal promise of a Purchase Order or with the submission of a requisition for a Purchase Order. I understand that payment for any product or service provided without an authorized Purchase Order is not the responsibility of GESD and that I will have to obtain payment from the individual requestor.</b></li> <li>7. My organization will direct all communication regarding GESD Purchase Orders to the GESD Procurement Office.</li> <li>8. My organization will provide the Purchase Order number on all invoices submitted to GESD. I understand that invoices received without this information will not be paid.</li> <li>9. My organization will submit all invoices directly to GESD Accounts Payable and not to the requesting department or school.</li> </ol>																															
PRINTED NAME		TITLE																													
SIGNATURE		DATE																													
<p>GESD maintains a Vendor Registry for the purpose of notifying vendors of current solicitations. To be included on the Registry, please review the attached list of Commodity Codes and enter any codes applicable to your company below. If you do not see your commodity on the attached list, please write it in the first boxes below.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Example: 17C</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>				Example: 17C																											
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<p>If you are currently covered under a Cooperative Contract with another agency, please fill in the appropriate information below</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"><b>OTHER CONTRACTS</b> AZ State Procurement Office</td> <td style="width: 30%;">Contract #</td> <td style="width: 35%;">Expiration Date</td> </tr> <tr> <td>Mohave Educational Services Cooperative</td> <td>Contract #</td> <td>Expiration Date</td> </tr> <tr> <td>Greater Phx Purchasing Consortium of Schools GPPCS</td> <td>Contract #</td> <td>Expiration Date</td> </tr> <tr> <td>Other</td> <td>Contract #</td> <td>Expiration Date</td> </tr> </table>				<b>OTHER CONTRACTS</b> AZ State Procurement Office	Contract #	Expiration Date	Mohave Educational Services Cooperative	Contract #	Expiration Date	Greater Phx Purchasing Consortium of Schools GPPCS	Contract #	Expiration Date	Other	Contract #	Expiration Date																
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**Please fill out the attached Conflict of Interest Disclosure on the following page.**



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

Glendale Elementary School District No. 40 - Commodity List

<b>01. APPLIANCES</b> A. Ice Machines B. Kitchen C. Laundry D. Maintenance/Repair E. Material/Supply	<b>13. BUILDING MATERIALS &amp; SUPPLY</b> A. Cabinetry/Casework B. Ceiling C. Compressor D. Cooling Tower Chemicals E. Cooling Tower Equipment F. Doors G. Electrical H. Evaporative Cooling I. Filters J. Flooring K. Fuel Island L. Glass M. Hardware N. HVAC O. Insulation P. Lighting Q. Lumber R. Painting S. Plaster/Drywall T. Plumbing U. Refrigeration V. Roll Doors W. Roofing X. Tools/Supplies Y. Water Heaters Z. Water/Sewer AA. Welding BB. Window Screens	<b>16. COMMUNICATION</b> A. Carrier Broadband B. Cellular Hardware C. Cellular Service D. Cellular Supply E. Equipment F. Maintenance/Repair G. PA Systems H. Telephone Voice Service I. Two-Way Radios J. Two-Way Radio Maintenance/Repair
<b>02. ART</b> A. Equipment B. Equipment Maintenance/Repair C. Supplies		
<b>03. ASSESSMENTS/TESTING</b> A. Equipment B. Equipment Maint/Repair C. Regular Education Supplies D. Scoring E. Special Education Supplies		<b>17. CONFERENCES/TRAININGS</b> A. Baggage B. Car Rental C. Parking
<b>04. ATHLETIC/P.E./ SPORTS</b> A. Equipment B. Equipment Maint/Repair C. Supplies		<b>18. CONSTRUCTION CONTRACTORS</b> A. Asbestos Abatement/Remediation B. Asphalt/Paving C. Building D. Cabinetry/ Casework E. Ceiling F. Concrete G. Electrical H. Flooring I. General J. HVAC K. Lighting L. Painting M. Plumbing N. Refrigeration O. Roofing P. Water/Sewer
<b>05. AUDIO VISUAL</b> A. Equipment B. Equipment Maint/Repair C. Supplies		
<b>06. AUTOMOTIVE (NON-STUDENT)</b> A. Equipment B. Glass C. Lift D. Lift Maintenance/Repair E. Maintenance/Repair F. Painting G. Refrigeration Unit H. Refrigeration Unit Maint/Repair I. Supplies J. Towing K. Washing L. Window Tint M. Windshield Repair/Service	<b>14. BUILDING SERVICE MAINT/REPAIR</b> A. Cabinetry/Casework B. Ceiling C. Compressor D. Cooling Tower Equipment Maint/Repair E. Cooling Tower Water Testing/Treatment F. Doors G. Electrical H. Elevator I. Exhaust Hood J. Flooring K. Fuel Island L. HVAC M. Insulation N. Keyless Entry O. Lighting P. Painting Q. Plaster Drywall R. Plumbing S. Refrigeration T. Roll Doors U. Roofing V. Tool & Machine Service/Repair W. Water Heaters X. Water/Sewer Y. Welding Z. Window Repair/Service AA. Window Tint	<b>19. CONSULTING SERVICES</b> A. Asbestos Hazard B. Construction C. Curriculum D. Data Assessment E. Drugs/Alcohol F. Educational Program G. Employment/Salary H. Energy Management I. E-Rate J. Financial/Tax Shelter K. Food Service/Diet L. Grants M. Human Resources N. Insurance/Benefit Administration O. Prevention P. Procurement Q. Redistrict/Boundary Changes R. Special Education S. Technology T. Transportation
<b>07. AUTOMOTIVE (STUDENT)</b> A. Equipment B. Glass C. Lift D. Lift Maintenance/Repair E. Maintenance/Repair F. Painting G. Supplies H. Towing I. Washing J. Window Tint K. Windshield Repair/Service		
<b>08. AWARD/INCENTIVE/RETENTION</b> A. Carryout/Delivery (non student) B. Carryout/Delivery (student) C. Supplies (non student) D. Supplies (student)		<b>20. CONTRACTED EDUCATION PRGRMS</b> A. Author/Speaker B. Entertainment C. Health D. Math E. Musician/Music F. Nature/Animals G. Physical Education H. Prevention I. Science
<b>09. BANKING</b> A. Account Services B. Fees C. Financing/Leasing D. Supplies	<b>15. BUSINESS MACHINES</b> A. Copiers B. Copiers Maint/Repair C. Laminators D. Laminators Maint/Repair E. Mailing Equipment F. Mailing Equipment Maint/Repair G. POS H. POS Maint/Repair I. Poster Maker J. Poster Maker Maintenance/Repair K. Printers L. Printers Maint/Repair M. Rotating Filing System N. Rotating Filing System Maint/Repair O. Scanners P. Shredders Q. Supplies	
<b>10. BATTERIES</b> A. Automotive B. I.T. C. Maintenance & Operations D. Office/Classroom		<b>21. COPYWRIGHT</b> A. Movie B. Music
<b>11. BLEACHERS</b> A. Permanent B. Service/Repair		<b>22. CUSTODIAL</b> A. Equipment B. Equipment Maint/Repair C. Paper Products D. Services E. Supplies
<b>12. BOARDS</b> A. Bulletin/Tack B. Smart C. White		<b>23. ENERGY MANAGEMENT</b> A. Equipment B. Equipment Maintenance/Repair C. Installation



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

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Glendale, AZ 85303

Glendale Elementary School District No. 40 - Commodity List

<p><b>24. ENGINEERS</b></p> <ul style="list-style-type: none"> <li>A. Civil</li> <li>B. Electrical</li> <li>C. Geotechnical</li> <li>D. Hazardous Waste</li> <li>E. Mechanical</li> <li>F. Structural</li> <li>G. Surveying</li> </ul> <p><b>25. FEES</b></p> <ul style="list-style-type: none"> <li>A. Certification/Licensing Certified</li> <li>B. Certification/Licensing Classified</li> <li>C. Inspection</li> <li>D. Leases</li> <li>E. Parking</li> <li>F. Participation/Registration</li> <li>G. Violation</li> </ul> <p><b>26. FENCING/GATE</b></p> <ul style="list-style-type: none"> <li>A. Equipment</li> <li>B. Installation</li> <li>C. Maint/Repair</li> <li>D. Supplies</li> </ul> <p><b>27. FIELD TRIPS</b></p> <ul style="list-style-type: none"> <li>A. Amusement Parks</li> <li>B. Camp Facilities</li> <li>C. Concerts/Plays</li> <li>D. Farms</li> <li>E. Hotels/Motels</li> <li>F. Movies/Bowling</li> <li>G. Museums/Science Centers</li> <li>H. Sporting Event</li> <li>I. Student Leadership</li> <li>J. Swimming Pools/Parks</li> <li>K. Zoos/Nature</li> </ul> <p><b>28. FIRE EXTINGUISHERS</b></p> <ul style="list-style-type: none"> <li>A. Equipment</li> <li>B. Maint/Repair</li> </ul> <p><b>29. FIRE SYSTEMS</b></p> <ul style="list-style-type: none"> <li>A. Alarm, Equipment</li> <li>B. Alarm, Installation</li> <li>C. Alarm, Maint/Repair</li> <li>D. Alarm, Monitoring</li> <li>E. Ansul System, Equipment</li> <li>F. Ansul System, Maint/Repair</li> <li>G. Fire Riser, Equipment</li> <li>H. Fire Riser, Maint/Repair</li> </ul> <p><b>30. FOOD SERVICE</b></p> <ul style="list-style-type: none"> <li>A. Beverages</li> <li>B. Bottled Water</li> <li>C. Bread</li> <li>D. Commodity Processing</li> <li>E. Condiments</li> <li>F. Dairy</li> <li>G. Equipment</li> <li>H. Equipment Maintenance/Repair</li> <li>I. Equipment Material/Supply</li> <li>J. Frozen Foods</li> <li>K. Meat</li> <li>L. Produce</li> <li>M. Ready to Serve</li> <li>N. Supplies (Cleaning)</li> <li>O. Supplies (Edible)</li> <li>P. Supplies (Serving)</li> <li>Q. Temp Monitor Service</li> <li>R. Walk-In</li> <li>S. Walk-In Maintenance/Repair</li> <li>T. Walk-In Temperature Monitoring Service</li> </ul> <p><b>31. FUEL</b></p> <ul style="list-style-type: none"> <li>A. Diesel</li> <li>B. Gasoline</li> <li>C. Propane</li> </ul>	<p><b>32. FURNITURE</b></p> <ul style="list-style-type: none"> <li>A. Adaptive/Special Needs</li> <li>B. Classroom</li> <li>C. Computer/Media</li> <li>D. Cubical</li> <li>E. Library</li> <li>F. Maint/Repair/Refinish</li> <li>G. Nurse</li> <li>H. Office</li> <li>I. Outdoor</li> <li>J. Science</li> </ul> <p><b>33. GROUNDS</b></p> <ul style="list-style-type: none"> <li>A. Chemicals</li> <li>B. Equipment</li> <li>C. Equipment Maint/Repair</li> <li>D. Fertilizer</li> <li>E. Landscaping Service</li> <li>F. Plants</li> <li>G. Rock/Concrete/Dirt</li> <li>H. Sod</li> <li>I. Supplies</li> <li>J. Tools</li> <li>K. Tree Trimming</li> <li>L. Weed Control Service</li> </ul> <p><b>34. HEAVY MACHINERY</b></p> <ul style="list-style-type: none"> <li>A. Forklifts</li> <li>B. Hydraulic Lifts</li> <li>C. Maintenance/Repair</li> <li>D. Riding Lawn Equipment (mowers)</li> <li>E. Tractors</li> </ul> <p><b>35. INFRASTRUCTURE</b></p> <ul style="list-style-type: none"> <li>A. Bell/Paging</li> <li>B. Cabling</li> <li>C. Conduit</li> <li>D. Data Storage</li> <li>E. Equipment</li> <li>F. Maintenance &amp; Repair</li> <li>G. Network</li> <li>H. Server</li> <li>I. Supplies</li> <li>J. UPS</li> </ul> <p><b>36. INSTRUCTIONAL AIDS</b></p> <ul style="list-style-type: none"> <li>A. Agendas/Calendars</li> <li>B. Educational Toys/Games</li> <li>C. Gifted/Higher Thinking Materials</li> <li>D. Literacy Materials</li> <li>E. Math Materials</li> <li>F. Phonics Materials</li> <li>G. Prevention Materials</li> <li>H. Science Materials</li> <li>I. Social Studies Materials</li> <li>J. Social/Behavioral</li> <li>K. Special Education/Adaptive</li> </ul> <p><b>37. INSTRUCTIONAL SUPPLIES</b></p> <ul style="list-style-type: none"> <li>A. Bags/Containers</li> <li>B. Bulletin Board Supplies</li> <li>C. Craft Supplies</li> <li>D. Health/Self Care</li> <li>E. Lesson Book/Desk Calendar</li> <li>F. Measuring Supplies</li> <li>G. Note Pads/Notebooks</li> <li>H. Painting Supplies</li> <li>I. Scissors</li> <li>J. Stickers/Certificates/Bookmarks</li> <li>K. Tape/Glue/Staples</li> <li>L. Writing Supplies</li> </ul> <p><b>38. INSURANCE</b></p> <ul style="list-style-type: none"> <li>A. Casualty/Liability</li> <li>B. Employee Assistance Program</li> <li>C. Group</li> <li>D. Health</li> <li>E. Retirement</li> <li>F. Student</li> <li>G. Workers Compensation</li> </ul>	<p><b>39. LIBRARY</b></p> <ul style="list-style-type: none"> <li>A. Books</li> <li>B. Equipment</li> <li>C. Equipment Maint/Repair</li> <li>D. Supplies</li> <li>E. Videos/DVDs</li> </ul> <p><b>40. LOCKS &amp; RELATED HARDWARE</b></p> <ul style="list-style-type: none"> <li>A. Equipment</li> <li>B. Locksmith Services</li> <li>C. Supplies</li> </ul> <p><b>41. MEDICAL EQUIPMENT &amp; SUPPLIES</b></p> <ul style="list-style-type: none"> <li>A. Bio Hazard</li> <li>B. Equipment</li> <li>C. Equipment Maint/Repair</li> <li>D. Supplies</li> </ul> <p><b>42. MOBILE BUILDING/TRAILER</b></p> <ul style="list-style-type: none"> <li>A. Maintenance/Repair</li> <li>B. Purchase</li> <li>C. Relocation</li> <li>D. Rental</li> </ul> <p><b>43. MUSIC</b></p> <ul style="list-style-type: none"> <li>A. Instruments</li> <li>B. Maint/Repair</li> <li>C. Risers</li> <li>D. Supplies</li> </ul> <p><b>44. OFFICE EQUIPMENT &amp; SUPPLIES</b></p> <ul style="list-style-type: none"> <li>A. Calendars/Organizers</li> <li>B. Desk</li> <li>C. Filing/Storage/Binding</li> <li>D. Equipment</li> <li>E. Equipment Maintenance/Repair</li> <li>F. Paper/Pads/Pre-Printed Forms</li> <li>G. Stamps</li> </ul> <p><b>45. PAPER</b></p> <ul style="list-style-type: none"> <li>A. Card Stock</li> <li>B. Copy</li> <li>C. Craft/Art</li> <li>D. Envelopes</li> </ul> <p><b>46. PARENT INVOLVEMENT MAT &amp; SVC</b></p> <ul style="list-style-type: none"> <li>A. Administrative</li> <li>B. Classroom Management</li> <li>C. Community Engagement</li> <li>D. Guest Speaker</li> <li>E. Higher Thinking</li> <li>F. Literacy</li> <li>G. Math</li> <li>H. Prevention</li> <li>I. Science</li> <li>J. Social Studies</li> <li>K. Spalding</li> <li>L. Special Education</li> <li>M. Technical</li> </ul> <p><b>47. PLAYGROUND</b></p> <ul style="list-style-type: none"> <li>A. Equipment</li> <li>B. Maint/Repair</li> <li>C. Playstructures</li> <li>D. Sand</li> <li>E. Shade Structures</li> <li>F. Supplies</li> <li>G. Surfacing</li> </ul> <p><b>48. POSTAGE</b></p> <ul style="list-style-type: none"> <li>A. Presort Services</li> <li>B. Shipping, Freight (trucking co)</li> <li>C. Shipping, Small Packages (UPS/FedEx)</li> </ul> <p><b>49. PRINTING</b></p> <ul style="list-style-type: none"> <li>A. Equipment</li> <li>B. Equipment Maint/Repair</li> <li>C. Print Management</li> </ul>
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**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

Glendale Elementary School District No. 40 - Commodity List

<b>50. PROFESSIONAL SVCS</b> A. Accountant/CPA B. Administrative C. Appraisal D. Architects E. Auctioneer F. Auditor G. Background Checks H. Bond Council I. Child Care J. Claims Processing K. Debt Collections L. Disc Jockey M. Drug Screening N. Dry Cleaner O. Education/Substitute Teachers P. Employment Eligibility Verification Q. Engraving R. Graphic Design S. Guest Speaker T. Hazardous Material Disposal U. Irrigation V. Leak Detection W. Legal Council X. Lobbyist Y. Mediator/Hearing Officer Z. Medical AA. Moving BB. Occupational Therapist CC. Paper Shredding DD. Pest Control EE. Photography FF. Physical Therapist GG. Prevention Programs HH. Printing (Forms/Envelopes) II. Psychologist JJ. Referee/Sports KK. Security LL. Social Worker MM. Speech Therapist NN. Temporary Certified Staffing OO. Temporary Classified Staffing PP. Translation/Interpreting QQ. Transportation RR. Utility Locating/Bluestaking	<b>54. RENTAL</b> A. Bounce Houses/Dunk Tanks B. Building C. Costumes/Uniforms D. Custodial Equipment E. Heavy Equipment F. Signs G. Supplies <b>55. SAFES</b> A. Equipment B. Service <b>56. SAFETY</b> A. Equipment B. Equipment Maint/Repair C. Supplies D. Training <b>57. SCIENCE</b> A. Chemicals B. Equipment C. Equipment Maint/Repair D. Supplies <b>58. SECURITY</b> A. Alarms B. Alarm Maint/Repair C. Cameras D. Camera Maint/Repair E. Equipment Maint/Repair F. Monitoring <b>59. SHELVING</b> A. Classroom B. Laboratory C. Library D. Warehouse <b>60. SIGNS &amp; LETTERING</b> A. Banners B. Building Signage C. Crossing Guard/Road/Parking D. Marquee E. Scoreboards <b>61. SOLAR ENERGY</b> A. Equipment B. Equipment Maint/Repair C. Installation <b>62. SPECIAL EDUCATION</b> A. Equipment (Non-Technology) B. Equipment (Technology) C. Supplies <b>63. STAGE</b> A. Curtains B. Equipment C. Lighting D. Platforms E. Service/Installation <b>64. STRUCTURES</b> A. Shade Structure <b>65. SUBSCRIPTIONS</b> A. Journals/Magazines/Newspaper (Admin) B. Journals/Magazines/Newspaper (Inst) C. Software (Administrative) D. Software (Assess/Testing) E. Software (Bldg Maintenance) F. Software (Classroom) G. Software (Food Service) H. Software (H.R.) I. Software(Language Acquisition) J. Software (Library) K. Software (Programming) L. Software (Special Education) M. Software (Student Management) N. Software (Transportation) O. Web (Administrative) P. Web (Instructional)	<b>66. TECHNOLOGY HARDWARE</b> A. Administrative Equipment B. Administrative Supply C. Computer/Monitor Equipment D. Computer/Monitor Supply E. Instruction Equipment F. Instruction Supply G. Maintenance/Repair H. Telephone Equipment I. Telephone Supply J. Time Clock Equipment K. Time Clock Supply <b>67. TECHNOLOGY SOFTWARE</b> A. Administrative B. Assessment/Testing C. Building Maintenance D. Food Service E. Human Resources F. Infrastructure G. Instruction H. Language Acquisition I. Library J. Payroll K. Programming L. Special Education M. Student Management Database N. Transportation <b>68. TEXTBOOKS</b> A. Disposal B. New C. Used <b>69. TIRES</b> A. New (non student) B. New (student) C. Service/Repair (non student) D. Service/Repair (student) E. Wheels (non student) F. Wheels (student) <b>70. TRACKING/ID SYSTEMS</b> A. Property Tracking Equipment B. Property Tracking Equipment Maint/Rpr C. Property Tracking Supplies D. Staff ID Equipment E. Staff ID Equipment Maint/Repair F. Staff ID Supplies G. Student ID Equipment H. Student ID Equipment Maint/Repair I. Student ID Supplies <b>71. TRANSPORTATION</b> A. Equipment B. Fleet Management C. Service D. Supplies E. Uniform/Linen Rental <b>72. TRAVEL</b> A. Airfare B. Charter Bus C. Travel Agency <b>73. UNIFORMS</b> A. Athletic B. Staff C. Student <b>74. VEHICLES</b> A. Automobiles B. Buses C. Golf Carts/Gators D. Trailers E. Trucks <b>75. WAREHOUSE</b> A. Equipment B. Supplies <b>77. WELLNESS</b> A. Equipment B. Events, Classes C. Fees/Dues D. Incentive/Award E. Supplies <b>78. YEARBOOKS</b>
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**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

**PERFORMANCE EVALUATION SURVEY**

Top portion is to be completed by vendor. Bottom portion is to be completed by client.

To the attention of:
Name of client's company:
Phone:
Company being surveyed:
Subject: <b>RFP #22.05.26 – Pest Control Services</b>

Glendale Elementary School District has implemented a process that collects past information on vendors. The information will be used to assist the District in the evaluation to determine responsive and responsible procurement of the above Firm.

The company listed above has listed you as a current or previous client for whom they have provided products or services. The company and the District would greatly appreciate you taking a few minutes out of your busy day to complete the accompanying questionnaire.

Please evaluate the Performance of the vendor (10 - you are Always satisfied and have no question about hiring them again, 5 - you are Sometimes satisfied, and 1 - you are very Dissatisfied and would never hire them again because of very poor performance). If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO.	Criteria	Unit	Score
1	Ability to maintain schedule	(1-10)	
2	Quality of Services	(1-10)	
3	Ability to interact with District Staff Members	(1-10)	
4	Ability to maintain confidentiality	(1-10)	
5	Close out process (invoicing, no unexpected fees)	(1-10)	
6	Communication with District	(1-10)	
7	Ability to follow the user's rules, regulations, and requirements	(1-10)	
8	Overall customer satisfaction based on performance (comfort level in using vendor again)	(1-10)	

**TOTAL POINTS** \_\_\_\_\_

Thank you for your time and effort in assisting the vendor in this important endeavor. Please return this survey directly to **Glendale Elementary School District** by email [jleasure@gesd40.org](mailto:jleasure@gesd40.org) by **2:00 p.m. on January 29, 2021.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name of Client Being Surveyed

\_\_\_\_\_  
Phone Number / Email



**GLENDALE ELEMENTARY SCHOOL DISTRICT #40**

Purchasing Department  
7015 W. Maryland Ave,  
Building C  
Glendale, AZ 85303

***CUT ALONG THE LINE AND AFFIX LABEL TO THE FRONT OF YOUR PROPOSAL CONTAINER***

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**Submitted by:**

**DO NOT OPEN**

**SEALED PROPOSAL**

**RFP #: 22.05.26 Pest Control Services**

**Due Date: January 29, 2021 @ 2:00 PM MST (Arizona Time)**

**Deliver to:**

Glendale Elementary School Dist. #40

Purchasing Department

**Attn: *Jessica Leasure***

7015 W. Maryland Avenue, Bldg. C

Glendale, AZ 85303

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***CUT ALONG THE LINE AND AFFIX LABEL TO THE FRONT OF YOUR PROPOSAL CONTAINER***